

A Business Guide to
Planning & Development



www.prioritypath.ca • priority@townofajax.com • 905.683.3000



A Business Guide to Planning & Development

Table of Contents



Message from the CAO and Director of Planning & Development Services

On behalf of the Town of Ajax, we are proud to present Ajax's Development Guide for Business. This Development Guide is intended to provide a concise overview of Ajax's development process. This Guide will provide insight into the Town's Planning and Building approvals process.

At the Town of Ajax, we pride ourselves on being accessible and providing first rate customer service. It is our hope that this Development Guide offers you the information you need to get your project completed quickly and smoothly. We strongly encourage you to use this Guide as a reference, and to contact the Business Development Office or Planning and Development Services for any of your development and investment related inquiries.

Brian J. Skinner

Chief Administrative Officer

Paul J. Allore

Director of Planning & Development Services

Table of Contents

Introduction

The First Step	02
The Town of Ajax's Development Process Chart	03
Development Contacts	03

Business Development

Business Development Office	04
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Planning

Official Plan Amendment	05
Zoning By-Law Amendment	06
Site Plan Approval	07
Minor Variance	08

Building Approvals

Permits: New Buildings, Additions & Alterations

Building Permits	09
Demolition Permits	10
Site Servicing Permits	10
Sign Permit	11
Change of Use Permit	11
Conditional Permit	12

Disclaimer

The information in this Development Guide is provided for purposes of assistance with the Town's Development Process. Reference to any legislation or regulation and any notice or appeal periods are to assist the reader. The Town hereby disclaims the accuracy of such information and the reader should not rely on such information but refer to the relevant legislation or regulation.

A Business Guide to Planning & Development

Introduction



The First Steps

In any development project, a meeting with members of the Business Development Office and Planning and Development Services team is recommended. These initial discussions will provide you with the opportunity to: discuss your project, ask questions, and seek clarification on the approvals process.

During this informal project review, you will be advised whether a pre-consultation meeting is recommended for your project. A pre-consultation meeting is an opportunity to meet with representatives from various Town departments such as Fire, Engineering, Planning, Building, and Business Development who will each provide feedback on your initial site plans. Following the meeting, you will receive a copy of the minutes taken and a check list confirming what materials and information you need to include in your formal application.

Discussion with our pre-consultation team early-on could help to reduce costs and avoid delays in the latter stages of your project. In addition, early discussions will help staff to better understand the nature of your project so that it can be handled as efficiently as possible.

The Business Development Office will be happy to assist in the coordination of these meetings for you. We can be reached at:

In Person: **Ajax Town Hall**

65 Harwood Avenue South
Ajax, Ontario

Phone: **905.683.3000**

Email: **priority@townofajax.com**



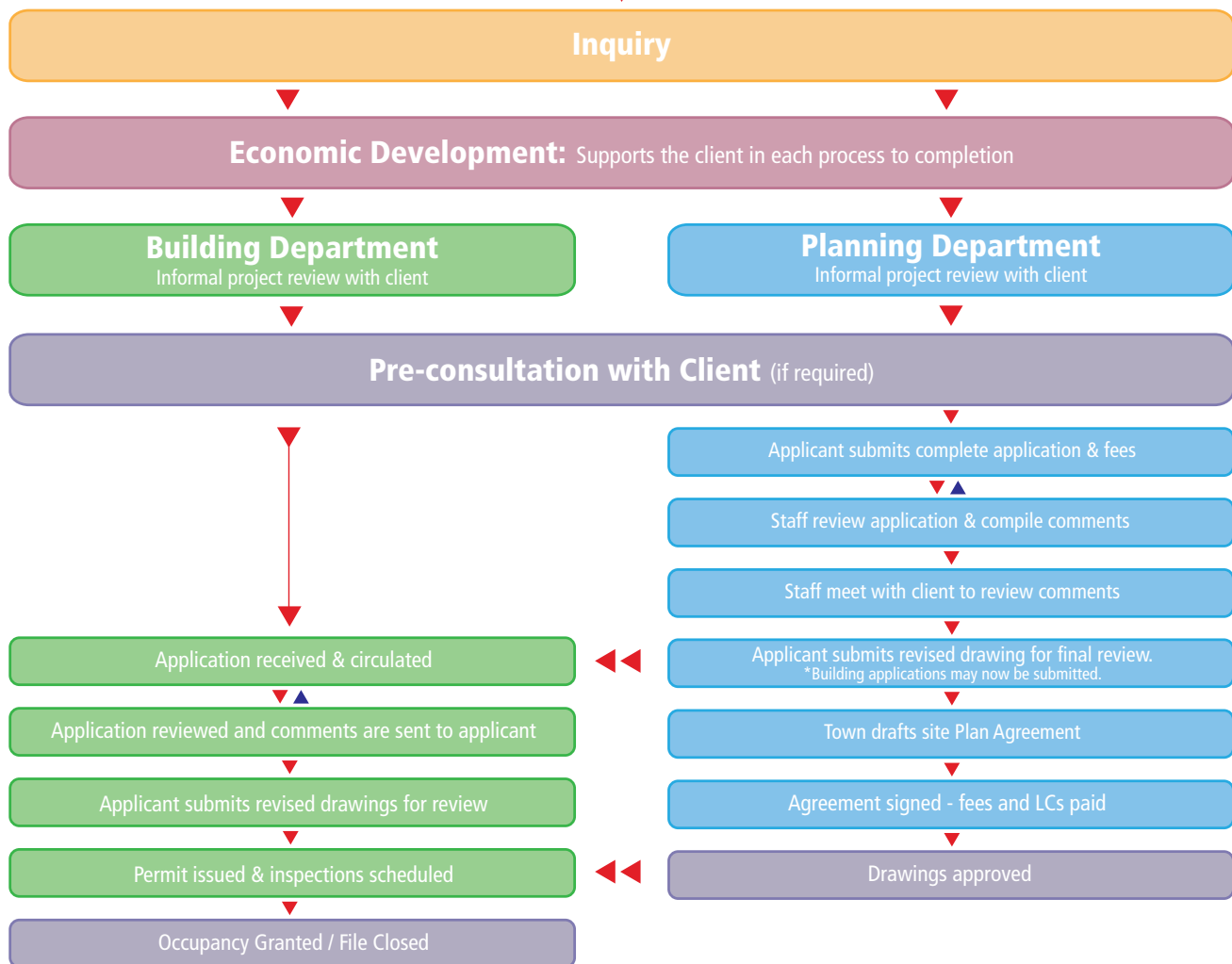
A Business Guide to Planning & Development

Introduction



Below is an example of the process for a standard project. In cases that require a more complex process such as; Zoning By-law Amendments, Official Plan Amendments and Variances, Planning & Development staff will advise you of the details for each process.

Overall Development Process for a Standard Project



Key Development Contacts

Town of Ajax

Business Development	905.683.3000
Planning & Engineering	905.619.2529 ext.3631
Building Approvals	905.619.2529 ext.3652
By-Law Services	905.619.2529 ext.3654
Operations – Public Works	905.683.2951

Other Key Contacts

Veridian	905.427.9870
Enbridge	1.888.427.8888
Bell	905.310.2355
Rogers	1.800.850.4217
Durham Region Head Offices	905.668.7711
Durham Police	1.888.579.1520 ext.2521
Ministry of the Environment	416.325.4000
Durham Region Transit West	1.866.247.0055
Go Transit	1.888.438.6646
TRCA	416.667.6295

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Business Development



“The Business Development Office has a number of business resources that help provide pertinent location decision information.”

Business Development Office

The Business Development Office encourages growth and expansion by providing you with the assistance needed to make your development project run smoothly. Because of this commitment the Business Development Office promotes the Town of Ajax as a premier location for business investment.

When to Contact

It is recommended that you contact the Business Development Office as early as possible in site selection and development projects so that all efforts can be made to provide assistance in the process.

Setting-up a Business

Moving or establishing a new business may present unique demands on financial and human capital. The Business Development Office can provide suggestions for identifying funding sources, local suppliers, business associations, utilities, initial hiring fairs, logistics, ground-breaking ceremonies, and links to post secondary institutions.

Establishing a Local Presence

Through the Business Development Office and its network of contacts, businesses can quickly and easily make initial connections and linkages. The Business Development Office may also be able to provide assistance with lead generation and help setup an announcement of your arrival with a ribbon-cutting ceremony. The Business Development Office will be pleased to assist you with the coordination of local dignitaries.

Local & Regional Business Development

Part of the mandate of the Business Development Office is to facilitate introductions and provide contact information for various organizations and government agencies such as; The Ajax Business Network (ABN), Ajax-Pickering Board of Trade, Durham Home and Small Business Association, Business Advisory Centre of Durham, University of Ontario Institute of Technology, Durham College, Greater Toronto Marketing Alliance.

Available Business Resources

The Business Development Office has a number of business resources that help provide pertinent location decision information. These resources include a Community Profile that includes Ajax Facts and Statistics, an On-line Directory categorized by sector and size, an up-to-date Vacant Land and Building Inventory, First News – Ajax's Business eNewsletter and much more. Information is available on our website at www.firstforbusiness.com

Land Owners and ICI Real Estate Contacts

The Business Development Office works closely with local landowners, brokers and developers. These established relationships allow for the Office to maintain an up-to-date database of available land for development and existing vacant space. This helps to ensure that all prospective Ajax locations are included when undertaking a site search on your behalf.

A Business Guide to Planning & Development

Planning



Official Plan Amendment (OPA)

What is an Official Plan?

The Town of Ajax Official Plan describes the Town's policies for how land should be used and coordinates future plans for growth.

What is an Official Plan Amendment?

An official plan amendment is a formal document that changes the Official Plan. Changes may be needed because of new circumstances in the community or because of requests made by property owners.

By submitting an application to council, a person or public body may request that an official plan be amended. Council may refuse to accept an application that fails to provide sufficient information or material as prescribed by Minister's regulation and/or set down in the municipal official plan.

When to Apply

If your plans for developing your property are not consistent with the Town's Official Plan you will need to make an Amendment to the Plan. Explanations and further details on this are available through your pre-consultation or by contacting the planning team.

Forms, Fees and Submission Requirements

To obtain current development application forms, fees and submission requirements contact Planning at 905.619.2529 ext.3631 or visit the Planning Section online at: www.prioritypath.ca

The Process

When considering an official plan amendment, Ajax council must ensure that:

- At least one public open house meeting is held, notice of which must be given at least 20 days ahead of time, usually through local newspapers or by mail;
- The approval authority is consulted and given the opportunity to review all supporting information and material;
- Adequate information, including a copy of the proposed plan, is made available to the public in advance of the public meeting;

Any person or public body may provide written comments and/or speak at the public meeting about the proposed plan. The Council may consult with agencies, boards, authorities or commissions before making a decision.

Timeline: 9 to 12 months

- * From submission of complete application.
- ** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.

Evaluation Criteria

An official plan amendment, shall be consistent with the Provincial Policy Statement issued under the Planning Act and conform to, or not conflict, with any applicable provincial plans.

"If your plans for developing your property are not consistent with the Town's Official Plan you will need to make an Amendment to the Plan."

A Business Guide to Planning & Development

Planning



“A zoning by-law controls the use of land in your community.”

Zoning By-Law Amendment (ZBA)

What is a Zoning By-law?

A zoning by-law controls the use of land in your community. It states exactly:

- How land may be used;
- Where buildings and other structures can be located;
- The types of buildings that are permitted and how they may be used;
- The lot sizes and dimensions, parking requirements, building heights and setbacks from the street;

What is a Zoning By-law Amendment?

If you want to use or develop your property in a way that is not allowed by the zoning by-law, you may apply for a zoning change, also known as a zoning by-law amendment or a rezoning. Council can only consider a change if the new use is allowed by the Official Plan.

When to Apply

Applications to amend Zoning By-law are to be made when your proposal does not; (1) meet the uses permitted, or (2) your site does not meet the standards outlined in the Town's Zoning By-law. Council can consider a change only if the proposed use is permitted within the Official Plan.

Forms, Fees and Submission Requirements

To obtain current Planning forms, fees and submission requirements contact Planning at 905.619.2529 ext.3631 or visit the Planning Section online at: www.prioritypath.ca

The Process

When Council decides to pass a zoning by-law, it must first give as much information as possible to the public. There must also be at least one

public meeting before a by-law is passed and everyone who attends the meeting must have a chance to speak. Notice of this meeting is given at least 20 days in advance, either through local newspapers or by mail and posted notice. An open house information session is also required for a by-law being brought into conformity with an official plan which has been updated as part of the official plan's five-year review update. A municipality is required to update its zoning by-law no less than three years after the approval of an official plan five-year review.

Evaluation Criteria

Each application is evaluated against various criteria, including the following:

- Conformity with the Town of Ajax Official Plan;
- Conformity with approved urban design guidelines and Town approved policies and regulations;
- Compatibility with the adjacent uses of land;
- Suitability of the land for the proposed purpose, including the size and shape of affected lots;
- Adequacy of services including: water, sewage, storm drainage);
- Traffic calculations, including: on-site and to & from the site;
- Other matters including: risk of flooding, environmental sustainability, etc.;

Timeline: 5 to 7 months

* From submission of complete application.

** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.

A Business Guide to Planning & Development

Planning



“A site plan shows a building footprint, building elevations, access routes, parking, grading, drainage facilities, sanitary sewer lines, water lines, trails, lighting, and landscaping.”



Site Plan Approval (SP or SPA)

What is a Site Plan?

A site plan package includes architectural plans, and detailed engineering drawings of proposed layout and improvements to a given lot. A site plan shows a building footprint, building elevations, access routes, parking, grading, drainage facilities, sanitary sewer lines, water lines, trails, lighting, and landscaping.

What is a Site Plan Approval?

Site Plan Approval is the statutory process for reviewing the building size, location, design, access, services, parking, loading, and landscaping of proposed developments.

When to Apply

Applications for Site Plan Approval are to be filed prior to any non-residential building or expansion requiring a Building Permit. Applicants are required to consult with Planning and Development Services prior to submitting a proposal. This will provide an opportunity to review, as a concept, the impact of the proposed development.

Tip: The Site Plan application and Building Permit application may run concurrently to streamline the process. For more details visit www.prioritypath.ca

Forms, Fees and Submission Requirements

To obtain current Planning forms, fees and submission requirements contact Planning at 905.619.2529 ext.3631 or visit the Planning Section online at: www.prioritypath.ca

The Process

The submission is circulated to affected Town and Regional departments and agencies for comment. Any issues will be distributed to the Applicant.

At anytime, the Applicant can request to meet with the project planner to gain a better understanding of the issues. Any necessary revisions are re-submitted for review. This feedback loop may continue until all drawings submitted address the identified issues and are acceptable. Site plan approvals are also required for additions or expansion and this is referred to as a site plan amendment.

Evaluation Criteria

Each application is evaluated against the following guidelines:

- Conformity with the Town of Ajax Official Plan;
- Conformity with approved urban design guidelines and Town approved policies and regulations; Engineering Design Criteria and Standard Drawings
- Compatibility with the adjacent uses of land;
- Suitability of the land for the proposed purpose including, the size and shape of affected lots;
- Servicing elements including: vehicles, water, sewage, fire access and hydrants;
- Environmental components including, adequacy of flood protection;
- Conformity with the Town's Site Plan Manual

Timeline: 3 – 12 months

* From submission of complete application.

** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.

*** Time may vary depending on complexity of project.

A Business Guide to Planning & Development

Planning



Minor Variance (MV)

What is a minor Variance?

A Minor Variance provides approval for changes that do not fully comply with the Town's zoning By-law. A Minor Variance will not change the Zoning By-law, it merely grants a variance from certain existing provisions/standards of the By-law, where appropriate.

When to Apply

If a site plan application does not comply with the requirements of the by-law.

Forms, Fees and Submission Requirements

To obtain current Planning forms, fees and submission requirements contact Planning at 905.619.2529 ext.3631 or visit the Planning Section online at: www.prioritypath.ca

The Process

Minor Variances are heard by the Committee of Adjustment. The Committee is made up of individuals from the community who are appointed by Town Council. This group meets monthly to consider Minor Variance applications. Each application is evaluated against four tests:

- General intent and purpose of the Official Plan;
- General intent and purpose of Zoning By-Law;
- Desirable for the appropriate development or use of the land, building or structure;
- Whether the variance is minor;

Timeline: 2 months

* From submission of complete application.

** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.

"Minor Variances are heard by the Committee of Adjustment. The Committee is made up of individuals from the community."



A Business Guide to Planning & Development

Building Approvals Permits: New Buildings, Additions & Alterations



Building Permit

What is a building Permit?

The Building Approvals Section, responsible for enforcing the Ontario Building Code (OBC) in Ajax, issues permits for the construction, renovation, demolition and changes of use of buildings.

When do you need a building permit?

A Building Permit is required for all construction work. This includes new construction, alterations to existing buildings, temporary structures (such as portables and trailers) and designated structures as defined under the OBC (such as exterior storage tanks, retaining walls and solar collectors with a face area greater than 5 m²).

Forms, Fees and Submission Requirements

To obtain current Building forms, fees and submission requirements contact the Building Department at 905.619.2529 ext.3652 or visit the Building Approvals Section online at: www.prioritypath.ca

The Process

Ajax Building Approvals staff will review your application to confirm that the proposed work complies with the OBC and other applicable law. They may send your application to other local/municipal officials for comments.

The OBC requires that a municipality review a permit application within a certain time frame where the application meets the criteria set out in the Code. Applications for a simple alteration or addition should be processed in 10 working days and more complex proposals should be processed in 30 working days. Within these time frames, a municipality must either issue the permit or refuse it with full reasons for denial. In order to be issued a permit, the proposed construction must comply with the OBC and with the applicable laws set out in the OBC.

Timeline: 2 to 6 weeks

- * From submission of complete application.
- ** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.
- *** Time may vary depending on complexity of project.

Conditional Permit Approval

What is a Conditional Approval?

The Conditional Approval process is used to advance construction even though all requirements have not been met to obtain a building permit (ie. Site Plan Approval). If the Chief Building Official is of the opinion that unreasonable delays in the construction will occur a Conditional Permit may be issued. Conditional Foundation Permits are issued to avoid delays in construction once the location of the building is finalized.

When to Apply

When the location of the building has been finalized a Conditional Permit may be requested while the Site Plan Approval details are being completed.

Forms, Fees and Submission Requirements

To obtain current Building forms, fees and submission requirements contact the Building Department at 905.619.2529 ext.3652 or visit the Building Approvals Section online at: www.prioritypath.ca

The Process

Upon receipt of a letter of request, the Chief Building Official will evaluate the request to determine whether a Conditional Permit is warranted. Building Approvals staff will ask approval agencies if there are any concerns over the request. If no concerns are brought forward, Building Approvals staff will prepare a Conditional Permit Agreement to be signed by both parties, request applicable drawings and fees, and issue the Conditional Permit. The Applicant is responsible for contacting the Town to arrange the necessary inspections.

Timeline: 1 week

- * From submission of complete application.
- ** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.

A Business Guide to Planning & Development

Building Approvals Permits: New Buildings, Additions & Alterations



Demolition Permit

What is a demolition permit?

The Demolition Permit process ensures the safe destruction of buildings and that the demolition complies with the Ontario Building Code (OBC) and Act.

When to Apply

A Demolition Permit is required prior to the commencement of a building demolition.

Forms, Fees and Submission Requirements

To obtain current Building forms, fees and submission requirements contact the Building Department at 905.619.2529 ext.3652 or visit the Building Approvals Section online at: www.prioritypath.ca

The Process

Building Approvals staff will review your application to confirm that the proposed work complies with the OBC and other applicable law. They may send your application to other local/municipal officials for comments. In order to be issued a permit, the proposed demolition must comply with the OBC and with the applicable laws set out in the OBC.

Timeline: 2 weeks

- * From submission of complete application.
- ** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.

Site-Servicing Permit

What is a Site Servicing Permit?

The Site Servicing Permit process ensures the safe and efficient installation of building services.

During a preliminary consultation, Engineering and Building Approvals staff will advise of issues and concerns.

When to Apply

A Site Servicing Permit is required when installing new or changing storm water, fire, domestic water or sanitary lines, within the property boundaries, which connect to municipal utilities.

Forms, Fees and Submission Requirements

To obtain current Building forms, fees and submission requirements contact the Building Department at 905.619.2529 ext.3652 or visit the Building Approvals Section online at: www.prioritypath.ca

The Process

Planning and Development staff at Town Hall will review your application to confirm that the proposed work complies with the OBC and other applicable law. They may send your application to other local/municipal officials for comments. In order to be issued a permit, the proposed construction must comply with the OBC.

Timeline: 2 weeks

- * From submission of complete application.
- ** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.

"A Demolition Permit is required prior to the commencement of a building demolition."



A Business Guide to Planning & Development

Building Approvals Permits: New Buildings, Additions & Alterations



Sign Permit

What is a Sign Permit?

The Sign Permit process ensures the safe installation of fascia and ground signs.

When to Apply

A Sign Permit is required when installing a new sign or changing the manner in which the sign is anchored in the ground or on a building.

Forms, Fees and Submission Requirements

To obtain current Building forms, fees and submission requirements contact the Building Department at 905.619.2529 ext.3652 or visit the Building Approvals Section online at: www.prioritypath.ca

The Process

Building Approvals and Planning staff will review your application to confirm that the proposed work complies with the OBC, Sign By-law, and other applicable law. In order to be issued a permit, the proposed construction must comply with the OBC and with the applicable laws set out in the OBC.

Timeline: 2 weeks

- * From submission of complete application.
- ** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.

Change of Use Permit

What is a Change of Use Permit?

A Change of Use Permit ensures that facilities are appropriately designed and equipped to meet the intended needs of its users.

When to Apply

A Building Permit for a Change of Use is required when there is a change in nature of occupancy and where there are no modifications to the building that would be viewed as 'construction'.

Building Approvals staff are available for a preliminary consultation to advise of potential issues and concerns.

Forms, Fees and Submission Requirements

To obtain current Building forms, fees and submission requirements contact the Building Department at 905.619.2529 ext.3652 or visit the Building Approvals Section online at: www.prioritypath.ca

The Process

Ajax Building Approvals staff will review your application to confirm that the submission complies with the OBC and other applicable law. They may send your application to other local/municipal officials for comments. Applications can be processed fairly quickly, but more complex proposals may take longer.

Timeline: 2 weeks

- * From submission of complete application.
- ** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.

A Business Guide to Planning & Development

Building Approvals Permits: New Buildings, Additions & Alterations



Sediment and Erosion Control Permit

What is a Sediment and Erosion Control Permit?

A Sediment and Erosion Control Permit process ensures that the proper environmental measures are in place to prevent sediments from damaging the receiving water ecosystem.

When to Apply

A Sediment and Erosion Control Permit needs to be obtained before: the removal of any topsoil, the placement of fill, or the grading of land within the Town.

Forms, Fees and Submission Requirements

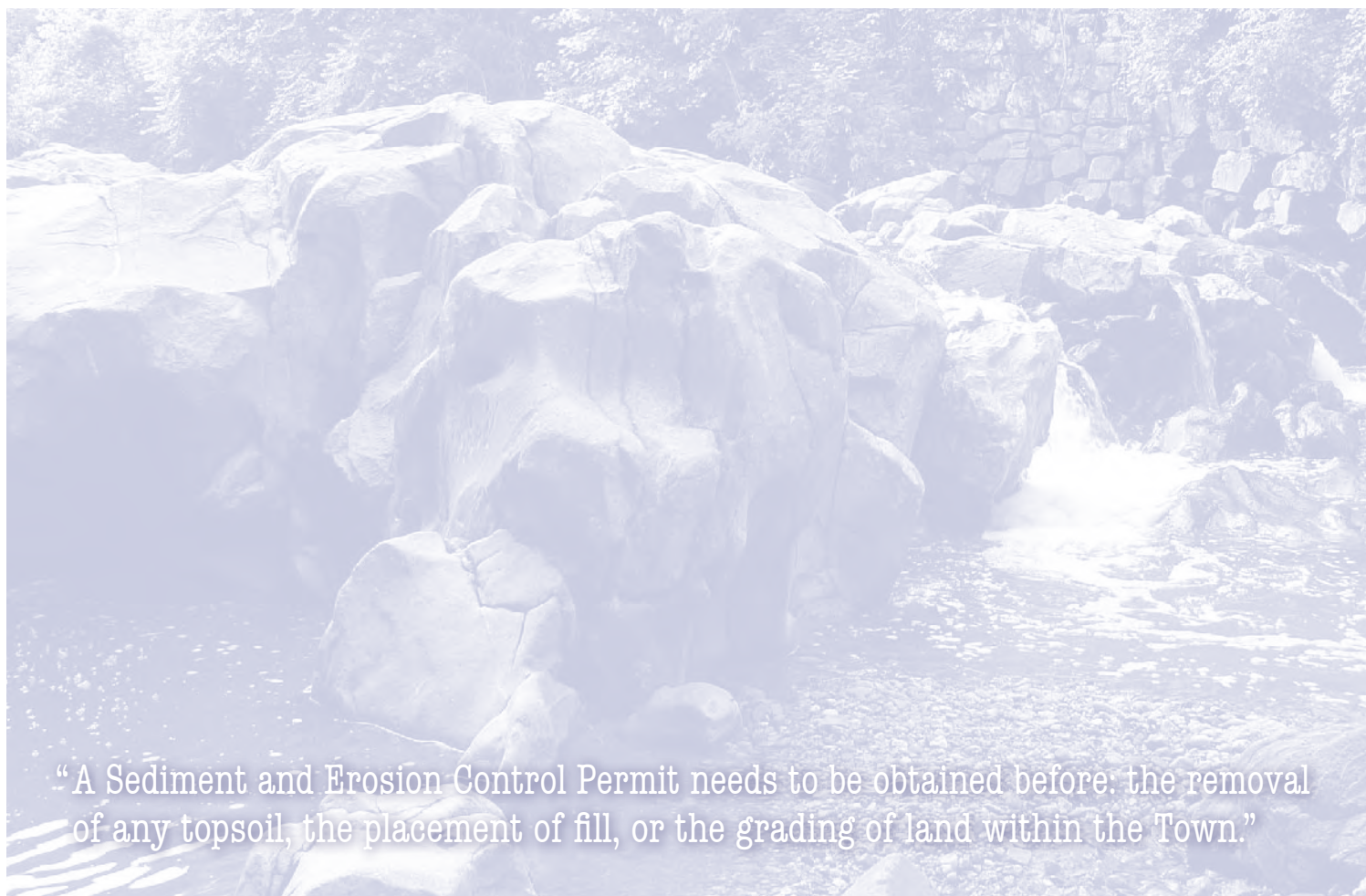
To obtain current Engineering forms, fees and submission requirements contact the Engineering Department at 905.619.2529 or visit the Engineering Section online at: www.prioritypath.ca

The Process

Town Staff will review your application to confirm that the proposed work complies with the by-law and other applicable law. A permit will be issued when: staff are satisfied that work complies with the by-law, no damage will occur as a result of erosion, sedimentation or flooding, and that the land will be rehabilitated to the same or better condition than it was in at the time prior to work commencing.

Timeline: 1 week

- * From submission of complete application.
- ** Time may vary depending on applicants response time to Town Staff's request for additional information and/ or materials.



“A Sediment and Erosion Control Permit needs to be obtained before: the removal of any topsoil, the placement of fill, or the grading of land within the Town.”