



Terms of Reference:

Draft Official Plan Amendment / Draft Zoning By-law Amendment

Town of Milton
January 2023

Disclaimer: Terms of Reference documents will be reviewed and updated as necessary to reflect current policies, practices and accepted standards.

1. What is the purpose of this?

A draft Official Plan Amendment or draft Zoning By-law Amendment is a document that proposes revisions to the Official Plan or Zoning By-law based on a development application.

2. Who should prepare this?

Draft amendments should be prepared by a Registered Professional Planner (RPP).

3. When is this required?

A draft Official Plan Amendment or draft Zoning By-law Amendment is required as part of a complete planning application.

4. Why do we need this?

When a development proposal does not conform with the policies of the Official Plan, and/or the regulations of the Zoning By-law, the applicant must clearly outline the requested modifications with justification.

5. How should this be prepared?

A draft Official Plan Amendment should follow the format used by the Town, including the following items:

- Purpose;
- Location;
- Basis;
- Amendments to the Plan text;
- Amendments to figures or schedules; and,
- Figures or schedules with changes indicated.

A draft Zoning By-law Amendment should follow the By-law format used by the Town, including the following items:

- Amendment(s) to the Zoning By-law text; and,
- Amendment(s) to the zoning maps.

6. What else should we know?

The draft Official Plan amendment or draft Zoning By-law amendment may be included in the Planning Justification Report.

What other resources are there?

Town of Milton - Examples of amendments from Council staff reports
<https://calendar.milton.ca/meetings>