

Figure 1: Example of new Public Notice sign template

# Public Notice

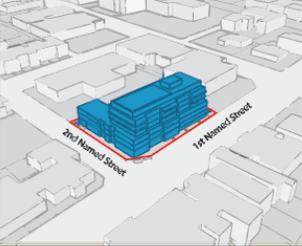
A change is proposed in your neighbourhood



Inquiries Refer to File: **Insert File No(s)**

## Subject Lands:

**Insert Address(es)**



**Applicant** Insert Applicant Name

**Details** Insert brief description of proposal, using plain language.

### Have Your Say!

Public Meeting

Planning Committee

**Date**  
9:30a.m.

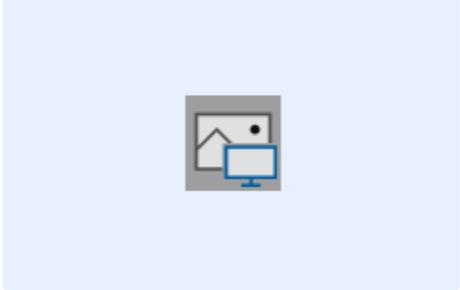
**Hamilton City Hall**  
**Council Chambers, 2<sup>nd</sup> Floor**  
71 Main Street West, Hamilton

[hamilton.ca/url](http://hamilton.ca/url)

**Applicant Proposal** **Date:**  
The above rendering represents the applicant's proposal as submitted and may change.

For more information about this application, including appeal rights and when additional information and material will be available to the public for inspection, contact Insert Planner Name, email and phone number.

Figure 2: Example of new Notice of Complete Application letter template

 <b>Public Notice</b> A change is proposed in your neighbourhood.	
<b>Notice of Complete Application for a [Application Type].</b>	
<b>Proposal:</b>	The Applicant, [Applicant-Name], is proposing to [description of purpose and effect using plain language].
<b>Regarding:</b>	[Address] File No: [File No.]
<b>Why am I receiving this?</b>	A change is proposed in your neighbourhood. The City of Hamilton mails out notices to all property owners within 240m of the subject land. This notice is the first step in the application process and is an opportunity for you to provide any comments you may have early in the process.
<b>Notice to Property Owner with rental units.</b>	If you received this Notice and are the owner of a property containing rental units, please post this notice where all occupants can see it.
<b>Location of the proposal:</b>	<b>Applicant's rendering (proposed)</b>
	
<b>Learn more. Share your thoughts. Stay Involved.</b>	
<b>Want to learn more about the proposal?</b>	The proposed application, including supporting information, are available by contacting the Planning Division (contact listed below). You can also visit the Planning Division office at City Hall between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday.
<b>Want to share your thoughts?</b>	You are invited to share your thoughts about the proposed development. Your comments will be considered by the Planning Division and will be included in the staff report. Submit your comments by [Date] to the Planning Division (contact listed below) referencing the Address and File Number.

**Want to stay involved in next steps?** Be sure to review the "Appeal Rights" and "Collection of Personal Information" section of this letter.

Mark your calendars - A Public Meeting is scheduled for [date].  
A separate Notice will be mailed out to confirm this meeting date, and provide more information on how to stay involved and have your say.

**Planning Division Contact.** Planner Name, Title.  
Planning and Economic Development Department  
Development Planning  
71 Main Street West, 5<sup>th</sup> Floor, Hamilton, ON, L8P 4Y5  
E-Mail: Email.

### Application process.



### Additional information. *Planning Act* requirements.

**Related Applications.** The property that is the subject to this application is also subject to an application for [Enter Application Type: minor variance or a consent, an amendment to an official plan or a Minister's zoning order, site plan, or approval of a plan of subdivision] under the *Planning Act*. File [Enter File No.]  
**OR**  
The property is not subject to any other applications under the *Planning Act*.

**Notice of Decision.** If you wish to be notified of the decision of the City of Hamilton on the application(s) you must make a written request to:  
Legislative Coordinator, Planning Committee  
City of Hamilton  
71 Main Street West, 1st Floor, Hamilton, ON, L8P 4Y5  
Or by E-mail: [clerk@hamilton.ca](mailto:clerk@hamilton.ca)

**Appeal Rights.** **Official Plan Amendments / Zoning By-law Amendments**  
In accordance with the provisions of the *Planning Act*, appeals may be made only by specified persons, public bodies, or registered owners of land to which the amendment applies, as defined by the *Planning Act*.

- i. If a person or public body would otherwise have an ability to appeal the decision of Council, City of Hamilton to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the

proposed official plan amendment is adopted or before the by-law is passed, the person or public body is not entitled to appeal the decision.

- ii. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed official plan amendment is adopted or before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

The **general public** and other interested parties not defined are no longer eligible to file *Planning Act* Section 17(24), 17(36) and 34(19) appeals. See [Bill 185, Cutting Red Tape to Build More Homes Act, 2024](#) for more information.

**Collection of Personal Information.**

Information respecting this application is being collected under the authority of the *Planning Act*, R.S.O. 1990, c.P.13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public and will appear on the City's website unless you request that the [City](#) remove your personal information.

**Accessibility Accommodations.**

If you need any accommodations to view or obtain materials in alternate format, please contact the Planning Division at [pdgening@hamilton.ca](mailto:pdgening@hamilton.ca).

This Notice was issued by the City of Hamilton's Legislative Coordinator, Planning Committee on [Date].

Figure 3: Example of new Notice of Public Meeting letter template

 <b>Public Notice</b> Have your say about the proposed development.	
<b>Notice of Public Meeting of the Planning Committee for a [Application Type].</b>	
 	<p>You are invited to attend and participate in the Public Meeting before a decision is made on the application(s).</p> <p>[Enter Public Meeting Date]. Meeting starts at 9:30 a.m.</p> <p>Hamilton City Hall, Council Chambers, 2nd Floor, 71 Main Street West, Hamilton</p> <p>The City of Hamilton is conducting meetings in a hybrid format via an in-person and Webex platform. All Hybrid Meetings can be viewed at: <a href="http://www.hamilton.ca/MeetingAgendas">www.hamilton.ca/MeetingAgendas</a></p>
<b>Proposal:</b>	The Applicant, [Applicant-Name], is proposing to [description of purpose and effect using plain language].
<b>Regarding:</b>	[Address] File No: [File No.]
	
	<b>Learn more. Share your thoughts. Stay Involved.</b>
<b>Purpose of the Meeting.</b>	<ul style="list-style-type: none"><li>For Planning Division staff to present a report that provides information on the application, addresses issues raised during the review of the application, and provides a recommendation on the proposal.</li><li>For the public to share their thoughts on the application.</li><li>For Planning Committee to make a decision on the application before it proceeds to Council.</li></ul>
<b>Want to learn more about what is being recommended?</b>	The Planning Division's staff report is available on or after [Date]. The report can be accessed on the Planning Committee agenda <a href="https://www.hamilton.ca/MeetingAgendas">https://www.hamilton.ca/MeetingAgendas</a> or by contacting [Planner Name] at 905.546.2424 ext. XX or by e-mail at XX.

**How can I participate before a decision is made?**

There are a number of ways you can participate:

- Attend the meeting in-person or virtually.
- Register to speak at the meeting.
- Submit a pre-recorded video with your comments.
- Submit written comments by [Date] to the Legislative Coordinator, Planning Committee by email at [clerk@hamilton.ca](mailto:clerk@hamilton.ca).

For instructions on the various ways to participate, visit the City's website <https://www.hamilton.ca/city-council/council-committee/council-committee-meetings/request-speak-committee-council#for-standing-committees> to review the Public Participation Guide for Hybrid Meetings.

Be sure to review the "Appeal Rights" and "Collection of Personal Information" sections of this letter.

**Application process.**



**Additional information. *Planning Act* requirements.**

**Related Applications.**

The property that is the subject to this application is also subject to an application for [Enter Application Type: minor variance or a consent, an amendment to an official plan or a Minister's zoning order, site plan, or approval of a plan of subdivision] under the *Planning Act*. File [Enter File No.]

**OR**

The property is not subject to any other applications under the *Planning Act*.

**Notice to Property Owner with rental units.**

If you received this Notice and are the owner of a property containing rental units, please post this notice where all occupants can see it.

**Notice of Decision.**

If you wish to be notified of the decision of the City of Hamilton on the application(s) you must make a written request to:

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City of Hamilton, 71 Main Street West, 1st Floor.  
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**Accessibility Accommodations.**

If you need any accommodations to attend and participate at the meeting, please contact the Office of the City Clerk at [clerk@hamilton.ca](mailto:clerk@hamilton.ca) one week prior to the meeting. Advance requests are highly encouraged to enable us to meet your needs adequately.

This Notice was issued by the Legislative Coordinator, Planning Committee on [Date].