

Process for submitting County OPA's and Plans of Subdivision/Condominium during the Covid-19 County State of Emergency

Currently the County offices are closed to the public and most staff are working remotely to assist in “flattening the curve” as recommended by Public Health officials. As a result, although we are attempting to carry on with “business as usual” the reality is that some processes need to be adjusted in order to ensure adequate social distancing during the Covid-19 crisis. We hope that you recognize this and help us work with you through these unprecedented times.

Please email the County Planner (Caitlin Robinson or Per Lundberg) who led the pre-consultation meeting and advise them you'd like to make a submission. They will provide you with our secure file transfer site information so you may digitally submit the application and required reports (as were identified through the mandatory pre-consultation process).

Upon review of the materials the County Planner will contact you and establish a time to drop off the required hard copy versions of all documentation at the County offices (inclusive of applications, studies and cheques for application fees and peer review deposits). Please note that the requisite number of applications, plans and studies as indicated on the application forms remains unchanged.

Once in receipt of all the hard copy materials the application will be reviewed as per usual processes to be deemed complete.

Please note that due to Public Health requirements a public meeting may not be scheduled for Planning Act files for some time. We are trying to determine a path forward in this regard however would note that Ontario Regulation 73/20 made under the *Emergency Management and Civil Protection Act* does put a pause on any requisite timelines. As more information becomes available we will share it with you.

Please contact Iain Mudd, Manager of Planning at 705-743-0380 x2401 or imudd@ptbocounty.ca if you have any questions.