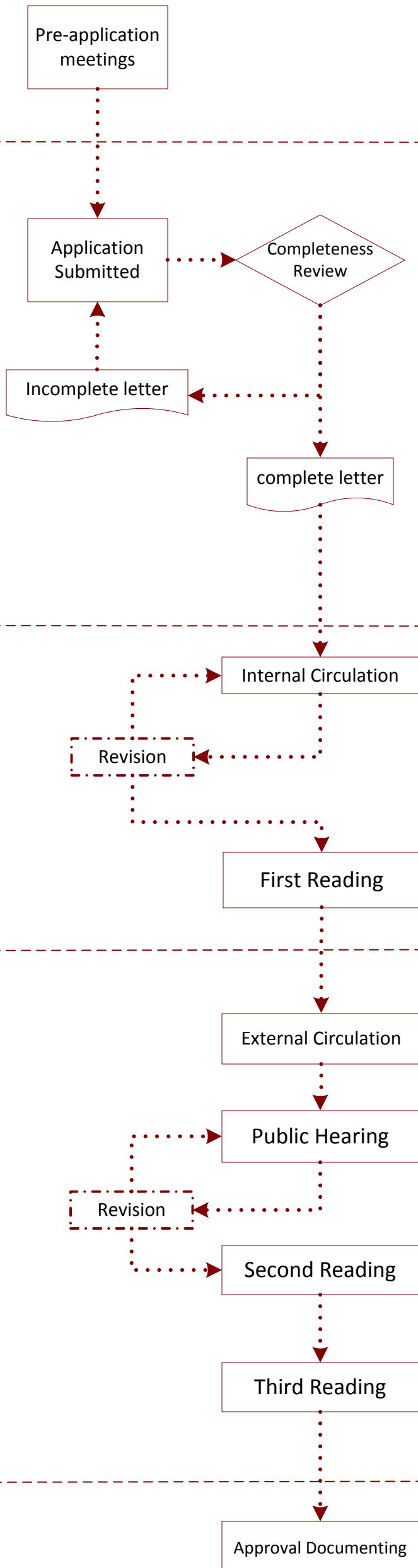


MASP/ASP APPROVAL FLOWCHART AND PROCEDURES



- One hard and digital copy of the following documents should be submitted by the applicant and approved by Planning & Growth Department at the stage of pre-application:
 - Communication Plan
 - Stakeholder Analysis
 - Project Schedule

- Checklist for complete application submission

Application Form	15 hardcopies
Application Fee	1 cheque
Original Signed Engineering Review Cost Memo of Understanding	1 hardcopy
ASP Document matching professional industry standards. - Figures must have scale, north arrow and be a minimum size of 11X17	15 hardcopies
Original Signed letter of support/opposition from area residents	1 per landowner
Land Title(s) with Instruments and the letter of authorization	1 hardcopy
Identification of key project contact	1 hardcopy
Identification of any potential conflicts of interest	1 hardcopy
Detailed Stormwater Drainage Plan	5 hardcopies
Detailed Transportation Impact Analysis	5 hardcopies
Geotechnical Investigation	5 hardcopies
Biophysical Impact Analysis	5 hardcopies
Environmental Site Assessment	5 hardcopies
* Historical Resource Overview / Historical Resources Impact Analysis	5 hardcopies
Electronic Submission of all above noted items	1 CD

* Historical resource Overview/Impact Analysis is not required for Master Area Structure Plan applications

- Please refer to the back of this page for MASP/ASP content requirements.
- Internal circulation period: 60 days
- Major concerns from the internal circulation should be addressed by the applicant to the satisfaction of Staff prior to First Reading.
- Should major revision be completed on the proposed plan, a 2nd internal circulation on the revised plan may be performed to the discretion of Staff.
- There will be at least 3 weeks between the internal circulation and First Reading by City Council.
- Staff report for First Reading will be provided to the applicant 1 week before Council meeting.

- External circulation period: 30 days
- External circulation comments should be forwarded to the applicant
- Major concerns from External Circulation and Public Hearing should be addressed by the applicant to the satisfaction of Staff prior to Second Reading by City Council.
- There will be at least 3 weeks between the external circulation and Public Hearing.
- Staff report for Public Hearing will be provided to the applicant 1 week before the Hearing.

- The following documents should be submitted after Council approval:
 - Ten (10) hard copies of the approved plan
 - A digital copy of the approved plan in Word and PDF formats
 - A digital copy of the maps associated with the approved plan according to Town GIS document submission requirements