# The Development Application Process & Timeline

The timeline for a development application varies depending on the project's complexity and scope, spanning anywhere from a couple of months to several years. During this time, the developer is accountable to the City to take all necessary steps in the development application process, described in detail below:

1. Pre-Consultation
- Not a required step, but the City highly recommends developers discuss their proposal with City staff in the Planning Services Branch and the Committee of Adjustment.
- The developer provides a customized list of required plans and studies.

2. Application Submission
- The developer sends all required documents (plans, studies, reports) to planningcirculations@ottawa.ca.
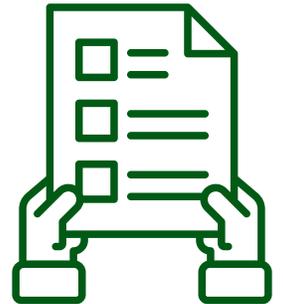
3. Circulation and Notification
- Proposed projects subject to public meetings are added to devapps.ottawa.ca.
- City staff circulate the application to:
    → Ward Councillor
    → Technical agencies
    → Community associations and organizations
    → Public bodies

4. Community Engagement
- **Comment Sessions:** The Ward Councillor can request that staff host an informal information session to hear community input.
- **Public Meetings:** For significant changes, such as amendments to the Official Plan or Zoning By-law, a public meeting is required. This meeting, known as the Committee Meeting, is advertised in local newspapers.

5. Committee Meeting
- The public can participate by attending in-person or submitting written feedback.
- Committee submits their recommendations to City Council.

6. Council Meeting
- Council makes the final decision.
- The public cannot speak at this stage.

7. Appeal or Post-Approval
- If approved, the developer can move forward with the project.
- If someone disagrees with the decision, they can appeal to the Ontario Land Tribunal.