

**From:** [Janine Oosterveld](#)  
**Subject:** Kitchener Planning Applications  
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Good afternoon members of the development industry,

I hope you, your teams and families are staying well during this time. On behalf of the Planning Division, I wanted to confirm that as of **Tuesday, April 14th**, the Planning Division will be open to receiving development applications now that staff are generally up and running with working remotely from home.

Here are some things to keep in mind for your submissions including changes in procedure:

**1. For all applications:**

- a. Digital submissions must be through email, the City's ShareFile or the applicant's filesharing service. If you require access to the City's ShareFile, please contact me or the assigned file planner for a link.
- b. Unless otherwise noted, only submit digital material for the submission.
- c. Include a copy of the application form and cheque with the digital submission. If you do not have the ability to commission the application, we will address this later once city hall reopens.
- d. Mail or courier the original application form and cheque to City Hall, Planning Division.
- e. Any meetings will be conducted through MS Teams.

**2. Pre-submissions:** Please coordinate with either Della Ross (for subdivision, OPA, ZBA or condo), Juliane von Westerholt (for Committee of Adjustment) or me (for site plan).

**3. Applications requiring public consultation/decision of Council:**

- a. Staff review can continue but public consultation and any decision of council will be suspended until further notice.
- b. Submit applications for OPA, ZBA, draft plan of condo or subdivision to Della Ross as noted in #1.

**3. Applications under delegated approval authority:**

- a. Site Plans. Applications that have gone through pre-submission consultation in the past 12 months should be submitted through the File Planner (refer to pre-submission record). All other submissions can be directed to me.
- b. Demolition Control, Part Lot Control. Submit to Della.
- c. Sign and fence variances. Submit to Della (fences) or me (signs). Staff can review; however, public notice/consultation is suspended until further notice so no decisions can be rendered at this time.

**Other notes:**

We anticipate a backlog of applications may come in in a short period of time. Given that your firm may have multiple applications, please notify the Planning managers any priorities among your projects. Applications associated with essential services according to provincial directives will be given overall priority through review. All others will be processed in the order of receipt.

There will be limitations on final approval in some cases based on provincial directives, suspension of Council and Committee meetings and the discontinuation of community engagement (including public circulation notices).

Any applications/properties that would require a Heritage Permit (not subject to delegated approval) may not be able to proceed beyond initial circulation until further notice of Advisory Committee/Council meetings.

Committee of Adjustment has been suspended at this time. For any Consent Applications that have already received a decision, applicants are still permitted to clear conditions as they are able and receive their certificate of consent during this time. Please contact Dianna Saunderson with any questions.

I have, generally, only included one representative from each of your offices so please share with your teams and clients.

Please let Della or me know if you have any questions and we appreciate your patience as we try our best to provide service under the limitations of working remotely.

**Thank you for your continued collaboration in growing our city!**

Stay well,

**Janine Oosterveld, MCIP, RPP**

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