

# LAND DEVELOPMENT APPLICATION (LDA) CIRCULATION REVIEW

## WHAT

This project will involve an in depth review of the LDA circulation process and the value that both file planners and circulation agencies gain through the review process. Discussions will involve determining the purpose of circulating to each agency and whether agencies need to provide comments or receive applications for information. Secondly, this project will provide clarity on what type of technical documents are required for various components of LDA applications, recognizing that applications have various complexities.

## WHY

With over 40 circulation agencies, it is important that the circulation process is efficient and well communicated to and understood by applicants, file planners and agencies alike. A review of current processes with the intention of updating and streamlining the circulation process will increase the efficiency of file reviews.

## HOW

Current Planning will lead the project and outreach to external and internal circulation agencies as well as applicants. Key questions and areas of improvement will be discussed directly with the project team and each of the circulation agencies.

The final deliverables will be a state of knowledge report, a quick reference tool and a 'how-to review/respond' manual for agencies. This information will be shared and explained to file planners, circulation agencies and applicants.

## WHEN

The project will be launched in mid May 2015 and will conclude at the end of August 2015.

### Contact the Project Team

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