

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT (GROWTH MANAGEMENT DIVISION – LOCATION – HAMILTON CITY HALL)

PLANNER-LEGISLATIVE APPROVALS – CUPE 5167

SUMMARY OF DUTIES

Report to Manager, Long Range Planning. Administer subdivision and condominium approval process; process part lot control by-laws; co-ordinate approval of street names.

GENERAL DUTIES

Receives, checks and records applications; verifies compliance of draft plans.

Conducts site inspections.

Prepares circularization lists; analyzes information received.

Evaluates and makes recommendations; forwards for approval.

Ensures conditions of approval are met; recommends clearance of final plans.

Prepares release letters for City of Hamilton; forwards to City Clerk for signature.

Assesses and processes requests to refer subdivision/condominium applications to the O.M.B. and to extend draft approvals.

Reviews proposed street names; maintains computerized street naming system.

Evaluates and recommends new names or changed names for roads; prepares draft by-laws and public notices.

Evaluates and processes requests to approve area municipal part lot control by-laws.

Writes reports; composes correspondence; compiles statistics.

Liaises with and advises developers on procedures, changes to draft plans and the status of applications.

Reviews procedures and legislation related to subdivision and condominium approval process; makes recommendations.

Receives and answers inquiries from staff, public, other departments, developers, elected officials, municipalities and government agencies.

Maintains records such as applications, charts, maps and plans.

Inputs and retrieves planning data.

Receives and answers inquiries at counter.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Degree in Urban Geography or Urban and Regional Planning. Able to analyze major problems and develop solutions by using a broad knowledge required at the university level of education.
2. Basic working knowledge of development control documents.
3. Proven related knowledge and experience in municipal planning.
4. Ability to express ideas effectively, orally and in writing.
5. Must be full member in the Canadian Institute of Planners.