

# AppTrack

Development Application Tracking

Functional Area	Feature	Description
Business Process Tracking	Tracks and manages all of the Planning and Development Department processes for particular development applications	<ul style="list-style-type: none"> <li>• Official Plan Amendment Process</li> <li>• Zoning By-Law Amendment Process</li> <li>• Subdivision Process</li> <li>• Condominium Process</li> <li>• Site Plan Approval Process</li> <li>• Part Lot Exemption control Process</li> <li>• Minor Variances</li> <li>• Severances</li> <li>• Block Plan Process</li> </ul>
Document & Report Tracking	Contains a central repository for all documentation related to applications	<ul style="list-style-type: none"> <li>• Tracks and manages all documentation and reports pertaining to applications in one secure location</li> <li>• Facilitates the initial capture of final plans including related drawings and documents</li> <li>• Generates workload report functionally; details of a workload for a given planner</li> <li>• Generates detailed reports on any criteria being tracked; development activity report sorted by planner and by ward</li> </ul>
Event Tracking	Tracks the progression of an application with time and user stamp for audit trail	<ul style="list-style-type: none"> <li>• Provides a quick snapshot of where the application is in the process with the ability to drill down into more details</li> </ul>
GIS Capabilities	Provides spatial access to databases, including ArcGIS Server from Esri	<ul style="list-style-type: none"> <li>• Allows direct manipulation of the underlying data depicted by the map</li> <li>• Provides intuitive data access</li> <li>• Provides flexible rendering of the map based on the spatial features of interest</li> <li>• Visual presentation</li> <li>• Provides a contextual view of an application based on adjacent land uses such as environmental features and zoning</li> <li>• Contains powerful GIS-enabled analysis tools for finding information quickly</li> <li>• Allows for querying a particular property via the map</li> </ul>
Statistical Tracking	Tracks available data for each development application in three different phases	<ul style="list-style-type: none"> <li>• Number of units by type, lot frontage, and depth</li> <li>• Non residential development including type, land area, and floor area</li> <li>• Total gross and net area for application</li> </ul>

Functional Area	Feature	Description
Milestone Date Tracking	Displays a calendar for entering and reviewing milestone dates to identify the activity due dates	<ul style="list-style-type: none"> <li>• Council meetings</li> <li>• Planning, Design, and Development Committee meetings</li> <li>• Public meetings</li> <li>• Growth Management Development Review team meetings</li> <li>• Planning Act timelines</li> </ul>
Budget and Fee Tracking	Tracks development application fees and generates detailed reports to assist with budget preparation	<ul style="list-style-type: none"> <li>• Reports on revenue on all types of development applications</li> <li>• Reports on breakdown of number of units, grouped by unit type</li> <li>• Reports on number of applications processed by type; month/year</li> <li>• Produces receipts for development application feeds</li> </ul>
Template generation	Generates templates for letters, reports, and mailing labels	<ul style="list-style-type: none"> <li>• Produces an efficient way of creating mass mailing lists</li> <li>• Produces mailing labels quickly for public meetings based on map radius</li> <li>• Allows for easily changing the reach of the radius</li> </ul>
Compatibility	Leverages standard corporate applications (MS Word, MS Excel, MS Outlook, Adobe Acrobat Reader)	<ul style="list-style-type: none"> <li>• Allows users to continue to work with familiar desktop applications</li> <li>• Reduces the learning curve for end users</li> </ul>
Internet Access	Improves customer service by enabling the public to view the status of their development application	<ul style="list-style-type: none"> <li>• Property owner information</li> <li>• Zoning information</li> <li>• Current and past development applications information</li> </ul>
Electronic Circulation	Improves customer service by faster turnaround of applications	<ul style="list-style-type: none"> <li>• Allows interdepartmental staff and external agencies (such as school boards, Canada Post, Conservation Authority) to comment on applications</li> </ul>
Letters of Credit Management	Tracks securities and letters of credit	<ul style="list-style-type: none"> <li>• Tracks front-ending projects</li> <li>• Tracks the collection and release of securities for subdivisions and site plans</li> <li>• Tracks the operational handoff from Development Services to other City departments</li> </ul>

Munirom Technologies Inc.  
30 West Beaver Creek, Suite 11  
Richmond Hill, ON, L4B 3K1 Canada  
Tel: 905-771-5275  
Fax: 905-771-5139  
www.munirom.com  
info@munirom.com

