



PLANNING ACT APPLICATION PRE-CONSULTATION GUIDE

NOTICE:

It is recommended for Applicants to consult with the Town before submitting a development application for the following types of applications:

- Official Plan Amendment
- Plan of Subdivision/Condominium
- Site Plan Control
- Zoning By-Law Amendment

PRE-CONSULTATION PROCEDURE:

It is recommended that applicants meet with Town Staff prior to the submission of the above noted *Planning Act* applications. Pre-consultation meetings are hosted by the Development Planning Division and may include representatives from various other Town departments and external agencies involved in the evaluation of planning applications. The pre-consultation meeting allows the applicant and/or their representative(s) to present and discuss the development proposal with relevant staff, and also provides staff with the opportunity to clarify the application process, provide preliminary comments about a development proposal, identify key issues and the approvals that will be required, and confirm the supporting information/materials (e.g. drawings, reports and studies, etc.) that must be submitted with the planning application(s), in accordance with the Policies of the Georgina Official Plan / Secondary Plans; and Pre-Consultation By-law 2009-0072 (PL-2) in order to be considered a COMPLETE APPLICATION under the Planning Act.

FEE:

Please refer to the current Planning Fee by-law

LSRCA FEE – fee for review of pre-consultation circulations provided to the Lake Simcoe Region Conservation Authority by Partner Municipalities. Please refer to the current [LSRCA Fee Schedule](#) for the current fee amount.

LSRCA Payment Instructions:

By cheque - please mail your payment to 120 Bayview Parkway, Newmarket ON L3Y 3W3, Attention "Planning Department". Cheques should be made payable to the 'Lake Simcoe Region Conservation Authority'.

By credit card – please call 905-895-1281, ext. "609". LSRCA staff will be able to assist you. Be sure to have the municipal address, the fee amount, a file reference number or invoice # (if applicable) related to your planning application to ensure that your payment is processed in a timely manner.

Electronic Funds Transfer (Direct Deposit) - Please forward EFT enrollment forms / request to Finance@LSRCA.on.ca. Our staff will complete the form and return to you so that the transfer may occur.

Please reference the municipal address related to the application, the municipal file number and/or the LSRCA file number or invoice number, if applicable.

SUBMISSION REQUIREMENTS:

Prior to meeting with Town staff, the applicant must submit a completed “Pre-Consultation Request” form, and provide one (1) copy of an 11” x 17” size drawing, which illustrates the following:

- location of property and immediate surroundings, including property dimensions (all measurements to be in metric; drawn to scale; use of colour, hatching or labels can help illustrate the property as existing and proposed)
- use of adjoining lands
- location of existing and proposed buildings, structures and features, including:
 - pedestrian and vehicular access (including adjacent accesses and intersections)
 - parking and circulation
 - location/width/names of all road allowances, rights-of-way, streets or highways
 - restrictive covenants or easements affecting the subject land
 - landscaped / treed areas; watercourses; drainage ditches, slopes and natural features (and location of any of these features on adjacent lands which may affect the application)
 - services and utilities (including location of connections at property line); or well and septic system, if applicable
 - Other relevant information, as appropriate to assist staff in understanding the proposal

TIMING & REQUIRED INFORMATION:

Complete and return the Pre-Consultation Request and the supporting submission material to the Development Planning Division at the address noted below, or by email to planning@georgina.ca .

Upon receipt of a completed Pre-Consultation Request form and all required/supplementary information, Town staff will schedule a pre-consultation meeting between the applicant/agent and relevant Town/agency staff. Town staff will ensure that the appropriate agencies and/or staff are invited to the pre-consultation meeting. Your submission will allow staff/agencies the opportunity to prepare for and gather any information necessary to properly consider the proposal in the context of local, regional, provincial and agency policies, guidelines and professional opinions, and make appropriate recommendations at the pre-consultation meeting.

Shortly following the pre-consultation meeting, staff will provide the applicant or their agent with a completed “Pre-Consultation Checklist”. The written comments will indicate the submission requirements which are necessary to process the identified necessary planning application(s). The supporting information and materials will be required to be submitted with the planning applications(s) to be considered a COMPLETE APPLICATION under the Planning Act.

CONTACT INFORMATION:

To discuss the proposal prior to a formal pre-consultation meeting, please contact the appropriate department:

- (i) Site Plan Control applications - Development Services, Development Engineering Division, Ext. 2329 or building2@georgina.ca
- (ii) Zoning By-law Amendment, Official Plan Amendment, Subdivision/Condominium applications - Development Services, Development Planning Division, Ext. 3008 or planning@georgina.ca