



## PLANNING ACT APPLICATION

### PRE-CONSULTATION GUIDE

#### **NOTICE:**

As of July 28, 2009, **IT IS COMPULSORY**, for Applicants to consult with the Town before submitting a development application for the following types of applications.

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

#### **PRE-CONSULTATION PROCEDURE:**

Applicants are required to meet with Town Staff prior to the submission of the above noted *Planning Act* applications. Pre-consultation meetings are hosted by the 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.

#### **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 in hard copy (or ten (10) copies if larger than 11”x17”), and where possible one (1) electronic copy in PDF format, which illustrates the following: *(All measurements to be in metric; drawn to scale; use of colour, hatching or labels can help illustrate the property as existing and proposed)*

- Location of property and immediate surroundings, (incl. property dimensions)
- Use of adjoining lands
- Location of existing and proposed buildings, structures and features, including:
  - pedestrian and vehicular access (incl. 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 applications)
  - 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.
- Should additional information/material be provided under separate attachment, please provide ten (10) copies, and where possible an electronic PDF file of same.

### **TIMING & REQUIRED INFORMATION:**

Complete and return the pre-consultation request and the supporting submission material to the Planning Division at the address noted below. Upon receipt of a completed Pre-Consultation Meeting 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.

Under most circumstances, staff will provide the applicant or their agent with a completed “Pre-Consultation Meeting Form” at the conclusion of the pre-consultation meeting. However, circumstances may necessitate completion of the form following the meeting, in which instance, the Town will forward to the applicant/agent once completed. The written comments will indicate the submission requirements which are necessary to process the planning application(s). The supporting information and materials will be required to be submitted with the planning applications(s) in order 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  
→ Engineering and Operations, Ext. 2231
  
- (ii) Zoning By-law Amendment, Official Plan Amendment, Subdivision/Condominium applications  
→ Planning and Building Department, Planning Division, Ext. 2250

### **PRE-CONSULTATION EXEMPTION:**

The following applications DO NOT require formal Pre-Consultation meetings with Town staff; however you are encouraged to contact staff with any questions before you apply.

- Application for Consent to Sever Property (Contact the Planning Division at ext. 2250)
- Application for Minor Variance (Contact the Planning Division at ext. 2250)
- Application for Exemption from Part Lot Control and Deeming By-law (Contact Planning Division at ext. 2250)

### **FOR MORE INFORMATION:**

**For more information regarding the pre-consultation process, and to submit completed Pre-Consultation Request forms please contact the Planning Division, at Extension 2250.**

<p style="text-align: center;"><b>THE CORPORATION OF THE TOWN OF GEORGINA</b> 26557 Civic Centre Road, Keswick, Ontario, L4P 3G1 Tel: 905-473-4301 or 905-722-6518 or 705-437-2210 <b>Planning Division: Ext: 2250; Direct Fax: 905-476-4394</b></p>
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