



## 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.

### **FEE:**

**Please refer to Planning Fee**

**LSRCA \*NEW\* FEE** - Pre-consultation (Review fee of pre-consultation circulations provided to the Lake Simcoe Region Conservation Authority by Partner Municipalities) **LSRCA Payment**

### **Instructions:**

Please reference the municipal address related to the application, the municipal file number and/or the LSRCA file number or invoice number, if applicable. The fee is \$765.00, but is subject to change annually, so please refer to the LSRCA website for the current [LSRCA Fee Schedule](#). The payment is for a pre-consultation review with the LSRCA planning department. Fee payments can be made in the following ways:

- 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](mailto:Finance@LSRCA.on.ca). Our staff will complete the form and return to you so that the transfer may occur.

## **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 preconsultation 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

→ Development Services, Engineering Division, Ext. 2329

(ii) Zoning By-law Amendment, Official Plan Amendment, Subdivision/Condominium applications →  
Development Services, 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.**

**THE CORPORATION OF THE TOWN OF GEORGINA**

26557 Civic Centre Road, Keswick, Ontario, L4P 3G1

Tel: 905-473-4301 **Planning Division: Ext: 2250; Direct Fax: 905-476-8100**



# PLANNING ACT APPLICATION

## PRE-CONSULTATION REQUEST

*The personal information collected on this form is collected under the authority of the Planning Act, RSO 1990, c.P.13 and will be used only to process this form. Questions about the collection of personal information should be directed to the Town of Georgina Clerk's Department.*

**Communication should be sent to:**    **Applicant**    **Owner**    **Agent**  
*(please check appropriate box)*

**1. APPLICANT INFORMATION:**

Surname		First Name	
Name:			
Street Number		Street Name	
Address:			
Municipality:		Province:	Postal Code:
Phone:	Fax:	Email:	

**2. OWNER INFORMATION** *(if different from applicant):*

Surname		First Name	
Registered Land Owner:			
Street Number		Street Name	
Address:			
Municipality:		Province:	Postal Code:
Phone:	Fax:	Email:	

**3. AGENT INFORMATION:**

Firm Name:		
Surname		First Name
Contact Name:		Position:
Street Number		Street Name
Address:		
Municipality:		Postal Code:

Phone:	Fax:	Email:
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**4. DESCRIPTION OF SUBJECT LAND** *(complete the applicable lines):*

Street Number	Street Name	Unit Number
Site Address:		
Registered Plan Number:	Lot/Block Numbers:	
Assessment Roll Number: (if known)	Conc. & Lot Number:	
Reference Plan Number:	Part Numbers:	

**5. PROPERTY INFORMATION:**

**(i) Describe the Current Land Uses on the Property:**

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**(ii) Current Zoning:** \_\_\_\_\_

Does the proposed use comply with the existing zoning / provisions? Yes  No

If "No", explain amendment(s) needed: \_\_\_\_\_

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**(iii) Current Official Plan/Secondary Plan Designation:**

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Does the proposed use conform to the existing land use designation / policies? Yes  No

If "No", explain amendment(s) needed: \_\_\_\_\_

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(iv) **Lot Area:** \_\_\_\_\_ (sq m or ha)      **Lot Frontage:** \_\_\_\_\_ (m)

(v) **Are there any encumbrances on the property?** Yes  No

(e.g. easements, encroachments, etc.)

If “Yes”, please list encumbrances: \_\_\_\_\_

(vi) **Describe the current buildings or structures on the property, and the natural features and vegetation on the property and adjoining the property:** (Should further space be required for responses, or to provide additional information to assist staff in considering the proposal, please provide by attachment.)

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(vi) **Provide a detailed description of the proposed development:** (Should further space be required for responses, or to provide additional information to assist staff in considering the proposal, please provide by attachment.)

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**6. OWNER’S AUTHORIZATION:**

I/We, _____ being the <b>registered owner(s)</b> of the subject lands, hereby authorize ( <i>print name of agent</i> ), _____
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\_\_\_\_\_ to submit the above pre-consultation request form to the Town of Georgina and to appear on my/our behalf at any meetings with respect to this matter and to provide any information required by the Town relevant to this application.

Date: \_\_\_\_\_

**OWNER(S) SIGNATURE**

Please print and sign name(s) \_\_\_\_\_ / \_\_\_\_\_  
Signature Signature Print

\_\_\_\_\_  
Signature Signature Print

*Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer(s) with authority to bind the corporation.*

**7. CONSENT FOR RELEASE OF INFORMATION:**

In accordance with the provisions of the Planning Act, RSO 1990, c.P13, as amended, I understand that all information and material that is submitted with any application shall be made available to the public. In submitting this application and any supporting materials or information, I hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M56, as amended, that all information, documents, drawings and plans provided with this application by myself, my agents, consultants and solicitors, will be part of the public record and will also be made available to the general public.

Date: \_\_\_\_\_

**OWNER(S) SIGNATURE**

Please print and sign name(s) \_\_\_\_\_ / \_\_\_\_\_  
Signature Signature Print

\_\_\_\_\_  
Signature Signature Print

*Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer(s) with authority to bind the corporation.*

**8. PERMISSION TO ENTER:**

The applicant acknowledges that a site walk may be required in order to view the property and its relation to the surrounding lands, and in this regard authorizes members of Council (or a representative thereof), Town staff, Peer Review Consultants retained by the Town, and relevant External Agency Review Staff to enter onto the subject property for the purpose of evaluating the merits of the application.

Date: \_\_\_\_\_

**OWNER(S) / AGENT(S) SIGNATURE**

Please print and sign name(s) \_\_\_\_\_ / \_\_\_\_\_  
 Signature Print

\_\_\_\_\_  
 Signature Print

*Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer(s) with authority to bind the corporation.*

**9. SUBMISSION CHECKLIST**

- 1) The “Pre-Consultation Guide” has been read by the applicant/owner/agent Yes \_\_\_\_ No \_\_\_\_
- 2) One (1) print copy of an 11” x 17” size drawing **drawn to scale** illustrating **all** items as noted on the Pre-Consultation Guide have been submitted. Yes \_\_\_\_ No \_\_\_\_

*\*Note: If submitting drawings larger than 11”x17”, please submit ten (10) copies* Yes \_\_\_\_ No \_\_\_\_

**And Where Possible** One (1) electronic copy in PDF format has been submitted. Yes \_\_\_\_ No \_\_\_\_

- 3) One (1) print copy of additional information/material have been submitted (*if applicable*) Yes \_\_\_\_ No \_\_\_\_

**And Where Possible** One (1) electronic copy in PDF format has been submitted Yes \_\_\_\_ No \_\_\_\_

Completed by:

\_\_\_\_\_  
 Applicant/Agent/Owner

\_\_\_\_\_  
 Date

**THIS SECTION IS FOR OFFICE USE ONLY**

**10. CONTEMPLATED APPLICATION TYPE**

- Official Plan Amendment
- Plan of Subdivision / Condominium
- Zoning By-law Amendment

Date Received \_\_\_\_\_ Staff Contact \_\_\_\_\_

Phone/Ext. No. \_\_\_\_\_ Pre-Cons. File No. \_\_\_\_\_



Site Plan Control