

PRE-APPLICATION CONSULTATION GUIDE

PRE-APPLICATION CONSULTATION

Pursuant to the Planning Act, The Town of Whitchurch-Stouffville Official Plan (section 7.2) and By-law 2009-043-RE, **consultation with Town Planning staff is compulsory prior submitting the following planning applications:**

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

*Pre-consultation for all other planning applications is **not** required. However, please note that pre-consultation for a minor variance is strongly recommended.*

PRE- APPLICATION CONSULTATION PROCESS:

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-Application Consultation allows the applicant and/or their representative(s) to present and discuss a development proposal with relevant staff, and also allows staff to clarify the application process, provide preliminary comments on the proposal, identify any key issues and the approvals that will be required, as well as determine which technical studies and supporting information/materials must be submitted with the planning application in accordance with Section 7.2 of the Town of Whitchurch-Stouffville Official Plan and Pre-Consultation By-law 2009-043-RE, 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-Application Consultation Request” form, and provide three (3) copies of an 11” x 17” size drawing (or larger) in hard copy, and one (1) electronic copy, illustrating 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):

- North arrow
 - Location of property and immediate surroundings (incl. property dimensions)
 - Use of adjoining lands
 - Location and dimensions of existing and proposed buildings, structures and features, including:
 - Location of off-street parking and loading areas including the dimensions of parking spaces and loading areas and setbacks of such areas from property lines (underground parking designs are to be shown on a separate plan)
 - Width of driveways and aisles accessing parking stalls and loading areas
 - Location/width/names of all road allowances, rights-of-way, streets or highways
 - 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
-
- Number of parking and loading spaces proposed
 - New and/or closed driveway entrances
 - Other relevant information, as appropriate

In addition, for Plan of Subdivision or Vacant Land Condominium applications, a concept draft plan, to scale, showing the proposed development.

APPLICATION FEE INFORMATION:

Payment of the current planning application fee is required at the time of submission of the pre-application consultation request. For current planning application fees, please refer schedule “G” of the Town’s current Fees and Charges By-law.

The following applications are exempt from payment of the application fee:

- Site Plan Control Applications for one single detached residential dwelling

Please note that pre-application consultations requiring detailed review of engineering studies are subject to a peer review deposit.

TIMING & REQUIRED INFORMATION:

Complete and return the pre-consultation request and the supporting 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.

At the end of the Pre-Submission Consultation Meeting, staff will provide the applicant and/or owner with a signed Record of Pre-Submission Consultation. The Record will contain a list of information and materials that will be required to process the subject application(s). All applications for a Plan of Subdivision, Plan of Vacant Land Condominium, Official Plan Amendment, Zoning By-law Amendment, Site Plan Control and Consent must be accompanied by a signed copy of the Record of Pre-Submission Consultation, along with all required supporting information and materials in order to be considered a COMPLETE APPLICATION under the Planning Act.

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 Minor Variance (Contact Development Services Department at ext. 2236 or 2326)
- Application for Exemption from Part Lot Control (Contact Development Services Department at ext. 2326)

FOR MORE INFORMATION:

For more information regarding the pre-consultation process, and to submit completed Pre-consultation Request forms, for Site Plan Control Applications, please email developmenthelp@townofws.ca or call 905-640-1910

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

111 Sandiford Drive, Stouffville, ON L4A 0Z8

Tel: 905-640-1910 or 1-855-642-8697

Fax: 905-640-7957

PLANNING ACT APPLICATION

PRE-APPLICATION CONSULTATION REQUEST

The personal information collection 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 Clerks Department: 905-640-1910 or 1-855-642-8697.

Communication should be sent to: Applicant Owner Agent

1. APPLICANT INFORMATION:

Name:		Surname	First Name
Address:			
Street Number		Street Name	Apt./Unit
Municipality:	Province:	Postal Code:	
Phone:	Fax:	Email:	

2. OWNER INFORMATION (if different from applicant):

Registered Land Owner (s) (if more than two, please complete and attach additional form):			
Surname		First Name	
Address:			
Street Number		Street Name	Apt./Unit
Municipality:	Province:	Postal Code:	
Phone:	Fax:	Email:	

3. AGENT INFORMATION:

Firm Name:			
Contact Name		Surname	First Name
		Position	
Address:			
Street Number		Street Name	Apt./Unit
Municipality:	Province:	Postal Code:	
Phone:	Fax:	Email:	



4. DESCRIPTION OF SUBJECT LAND(S):

Municipal Address:	Street Number	Street Name	Apt./Unit
Legal Description:	Registered Plan Number	Lot/Block Numbers	
	Reference Plan Number	Part Numbers	
	Concession	Lot Numbers	
Assessment Roll Number:			

5. PROPERTY INFORMATION:

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

(ii) Current Zoning: _____
 Does the proposed use comply with the existing zoning/provisions? Yes () No ()
 If "No", explain the amendment(s) needed: _____

(iii) Current Official Plan/Secondary Plan Designation:

Does the proposed use conform to the existing land use designation/policies? Yes () No ()
 If "No", explain the amendment(s) needed: _____

(iv) Lot Area: _____ (sq.m/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.)

6. PROPOSAL:

Proposed Application Types:

- | | |
|--|--|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Draft Plan of Condominium |
| <input type="checkbox"/> Zoning By-law Amendment | <input type="checkbox"/> Site Plan Control |
| <input type="checkbox"/> Draft Plan of Subdivision | <input type="checkbox"/> Consent |

- (i) 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.

7. OWNER'S AUTHORIZATION:

I/We, _____ being the registered owner(s) of the subject lands, hereby authorize (print name of agent) _____ to submit the above pre-consultation request form to the Town of Whitchurch-Stouffville 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: _____

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 with authority to bind the corporation. If there are more than two (2) property owners, please complete a separate authorization form for each individual or corporation and attach.



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: _____

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 with authority to bind the corporation.

9. SUBMISSION CHECKLIST:

- 1) The "Pre-Application Consultation Guide" has been read by the applicant/owner/agent. Yes___ No___
2) Three (3) print copies of an 11" by 17" size drawing (or larger) drawn to scale illustrating all items as noted on the Pre-Application Consultation Guide have been submitted, including one (1) electronic copy. Yes___ No___
3) Three (3) print copies of additional information/material have been submitted. Yes___ No___
And Where Possible, one (1) electronic copy has been submitted. Yes___ No___
4) Application Fee in the sum of \$ _____ paid to the Town. Yes___ No___

Completed by: _____

Applicant/Agent/Owner

Date

Public Record Notice: In accordance with the provisions of the Planning Act, RSO 1990, c.P13, s.1.0.1, as amended, all information and material that is required to be submitted with any planning application shall be made available to the public.

Table with 2 columns: Application Type (Official Plan Amendment, Plan of Subdivision/Condominium, Zoning By-law Amendment, Site Plan Control, Consent, Minor Variance) and Date Received, Staff Contact, Phone/Ext., Pre-Cons. File No.

