



Town of East Gwillimbury Pre-Consultation Application Form Package

Guide for Applicants

Applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan Approval are required to 'pre-consult' with the Town of East Gwillimbury, as required by By-law 2011-144.

Applicants are required to attend a minimum of one (1) Pre-Consultation Meeting with the Town's Development Review Committee (DRC) before submitting any of the above referenced planning applications. Development Review Committee (DRC) meetings are hosted by the Development Services Department and include representatives from various other Town Departments/External Agencies involved in the evaluation of planning applications (eg. Building Branch, Engineering, Parks, Finance, Lake Simcoe Region Conservation Authority and Regional Municipality of York).

The meeting is intended to support the applicant's understanding of key issues and approvals that will be required for the project, and to discuss the supporting materials that must be submitted with the planning application(s). Furthermore, the need for a second pre-consultation meeting or pre-submission meeting may be identified at the initial pre-consultation meeting held with Town Staff and External Agencies.

Timing and Required Information:

Pre-Consultation Meetings are held on a bi-weekly basis, on the 2nd and 4th Thursday of every month. Applications will be allocated a time slot with Town Staff at either 9:45am, 10:30am or 11:15am, as availability permits. Requests for Pre-Consultation must be made at least two (2) weeks in advance of the Pre-Consultation Meeting dates. **Please note that the pre-consultation checklist expires one year from the date in which it is provided to the applicant by Town staff.**

Digital Submissions:

Digital submissions are to be provided in a single zip file via email or download link to the corresponding Planner and the general email box: planning@eastgwillimbury.ca. Acceptable platforms include Google Drive, DropBox, and WeTransfer.

Submission Requirements:

1. Executed Pre-Consultation Application Form
2. Cover letter explaining the proposal in detail
3. Site plan/concept plan
4. Elevations with height dimensions (i.e., floor-to-floor and overall building heights)
5. Survey plan
6. Floor plans (if available)
7. All measurements to be in metric (drawn to scale)

Additional Information:

1. The primary purpose of the DRC Pre-Consultation Meeting is to identify the requirements and materials to assist the applicant in their submission of a complete planning application.
2. The comments and feedback provided to the applicant from the DRC meeting do not constitute approval nor does it reflect the position of the Town.
3. A completed copy of the Pre-Consultation submission requirements checklist will be provided to the applicant within five (5) to seven (7) business days. The applicant will be notified of any delays to that timeline if necessary.
4. Additional information may be requested of the applicant throughout the processing of the application in order to address specific issues and to better enable the Town to make informed decisions.

PRE-CONSULTATION REQUEST FORM

PROPERTY INFORMATION	
Street Address:	Postal Code:
Municipality:	Lot/Concession:
Registered Plan:	Assessment Roll Number:

GENERAL OWNERSHIP INFORMATION		
Registered Property Owner (Full Name):		
Street Address:		
Municipality:	Province:	Postal Code:
Telephone:	Ext.:	Fax:
Contact Name & Email:		

APPLICANT INFORMATION (required if Applicant is NOT the Owner)		
Applicant Name (If Applicable):		
Applicant is:		
<input type="checkbox"/> Agent <input type="checkbox"/> Solicitor <input type="checkbox"/> Planning Consultant <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other		
Street Address:		
Municipality:	Province:	Postal Code:
Telephone:	Ext.:	Fax:
Contact Name & Email:		

EXISTING PROPERTY INFORMATION	
Current Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial – retail <input type="checkbox"/> Commercial – office <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Rural / Agricultural <input type="checkbox"/> Vacant <input type="checkbox"/> Other: _____	Please describe existing buildings, structures and natural features on the property:

EXISTING PROPERTY INFORMATION CONT'D	
Heritage Designated or Listed?: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Current Zoning:	Current Official Plan Designation:
Lot Area (Hectares):	Lot Frontage (Metres):
	Lot Depth (Metres):
Are there any encumbrances on the property? (e.g. easements) <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, list encumbrances: _____ _____	

PROPOSED DEVELOPMENT DESCRIPTION	
Pre-Consultation Request For (Please check all that apply): <input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Zoning By-Law Amendment <input type="checkbox"/> Site Plan Application <input type="checkbox"/> Draft Plan of Subdivision <input type="checkbox"/> Draft Plan of Condominium <input type="checkbox"/> Community Design Plan	Please describe the proposed development: _____ _____ _____ _____ _____ _____
Estimated Project Costs:	

APPLICANT SIGNATURE		
This understanding, which in no way confirms support or non-support by the Town of the presented proposal, is based on the agreed processing and submission requirements discussed.		
_____ Owner/Agent (Please Print)	_____ Owner/Agent (Signature)	_____ Date

ADDITIONAL INFORMATION
Should you need to provide any additional information regarding the proposal, please do so in this section.

**Names and Email Addresses required in the
Microsoft Teams Invite**

Name	Email Address

For any additional questions or concerns, please contact the **Development Services – Planning Branch**. Should you require assistance in person, please visit the **Customer Service** counter located at the lower level of the Civic Centre.

AGENT AUTHORIZATION

Only the owner or authorized agent of the owner may submit an "Application" along with all other required plans and approvals to the Planning Branch. This completed form must accompany the submission to the Planning Branch as representation of the owner's approval of an authorized agent.

As the owner of _____
(Property Address)

- I understand that the application must be signed by the Owner of the property or his/her Authorized Agent. This procedure also applies to the Contractor's Agents.
- I understand that I may designate a third party to sign the application on my behalf.

Therefore, as the owner of the above listed property,

I do hereby authorize _____ to apply for Pre-consultation in my
(Please Print)
name by affixing my name followed by their Signature on the application.

OWNER NAME: _____ PHONE: _____

ADDRESS: _____

PROPOSED PROJECT: _____

OWNER SIGNATURE

Date