

TOWN OF EAST GWILLIMBURY

Pre-Consultation Application Package

Official Plan Amendment

Zoning By-law Amendment

Community Design Plan

Draft Plan of Subdivision

Draft Plan of Condominium

Site Plan Approval

Development Services
Planning Branch
19000 Leslie Street
Sharon ON, L0G 1V0



Guide for Applicants

Prior to submitting applications for Official Plan Amendment, Zoning By-law Amendment, Community Design Plan, Draft Plan of Subdivision, Draft Plan of Condominium and/or Site Plan Approval, applicants are required to 'pre-consult' with the Town, as required By-law 2011-144, or any other amendments or replacements to that By-law. Applicants are required to attend a Pre-Consultation Meeting with the Town's Development Review Committee (DRC) before submitting any one of the above referenced planning applications. DRC meetings are hosted by the Development Services Department and include representatives from various other Town departments involved in the evaluation of planning applications (eg. Building Branch, Engineering, Parks, Finance). The meeting is intended to identify 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).

Applicants must consult with Town Development Services Department Planning staff *prior* to requesting a Pre-Consultation Meeting. This initial consultation may involve discussion(s) with other Town departments, as required.

Timing and Required Information: Pre-Consultation Meetings are held the fourth (4th) Tuesday of every month as availability permits. Requests for Pre-Consultation must be made at least 7 working days (ie. two Thursdays) prior to a Pre-Consultation Meeting by submitting the completed Pre-Consultation Request Form and supporting documents listed on page 3 of the Request Form.

Please Note:

1. The main intent 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 generated from the DRC meeting do not constitute an approval nor does it reflect the position of the Town.
3. A completed copy of the Pre-Consultation and Complete Application Submission Requirements checklist will not be provided until after the Pre-Consultation Meeting (typically within 5 business days).
4. Additional information may be required 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: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



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? (eg. 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.

Please checkmark below to identify all documents that have been provided with this completed form:

- Completed Pre-Consultation Request Form
- Pre-Consultation TGDS Checklist (Draft Plan of Subdivision or Site Plan)
- Owner Authorization Form (If applicant is acting on behalf of the owner)
- One (1) electronic copy of a “Conceptual Site Plan”
- One (1) electronic copy of a legal survey

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 part to sign the application on my behalf.

Therefore, as the owner of the above listed property,

I do hereby authorize _____ to apply for Preconsultation 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