



## PRE-CONSULTATION MEETING APPLICATION

### General Information

This page provides guidance as follows on Pre-consultation meetings:

- Purpose
- Application types requiring Pre-consultation
- Schedule a meeting
- Attending a meeting
- Application submission standards
- After the pre-consultation meeting

Anyone wishing to initiate a pre-consultation meeting is asked to complete the attached application form and return it to the Town of Halton Hills Planning, Development & Sustainability Department (see “Scheduling a Pre-consultation Meeting” below for more information). Pre-consultation is a **free no charge service** provided by the Town of Halton Hills and commenting agencies.

### Purpose

- Pre-consultations allow future applicants to meet with Town Staff and commenting/approval Agencies on development proposals before an application is filed
- Indicate what makes up a complete application(s)
- Provide a better understanding of the approvals process
- Town Staff and Agencies review the proposal with the Applicant, ask the Applicant questions, provide feedback and an opportunity for further questions and answers
- Staff contact is assigned
- Development processes are reviewed
- Issues for further discussion are flagged
- Notes are taken and the Applicant is provided with a list of the required information necessary to file an Application (usually within 2 weeks)

### Application Types Requiring Pre-consultation

The following applications require pre-consultation unless a special exception is made:

- Official Plan Amendments
- Zoning Bylaw Amendments
- Subdivisions
- Site Plans
- Condominiums
- Multi-lot consents
- Expansions to legal non-conforming uses

Please note that:

- Consents and Minor variances may require pre-consultation on a case by case basis

### Scheduling a Meeting

Town pre-consultation meetings are held every other Thursday between 9:30 am and 11:00 am. A request to schedule a pre-consultation meeting should be filed by 4:30 pm Monday the week prior by contacting an Administrative Assistant in the Planning, Development & Sustainability Department by phone at 905-873-2601 EXT 2298 or EXT 2377.



Applicants will be contacted no later than Friday the week before to the upcoming pre-consultation meeting to:

- Confirm time and date of their pre-consultation meeting; or
- Arrange the next most suitable meeting date

### Attendance

All pre-consultation meetings are organized by Town Planning, Development & Sustainability Department staff. Meeting attendees include the following:

- applicant and/or his/her authorized agent(s) and/or advisors;
- relevant Town Staff; and
- Agency Staff who may include representatives of Halton Region, the relevant Conservation Authority, the Ministry of Transportation and others as required.

### Submission Standards

Please note that electronic submissions are preferred. Contact the Planning, Development & Sustainability Department at 905 873-2601 EXT 2298 or EXT 2377 for e-mail contact information to submit your application which includes:

- Complete application form, signed by the owner
- Drawing(s)
  - 11X17 PDF format or 1 hardcopy each of any drawings in 11X17 dimensions
- Drawing(s) should detail as much information as possible including:
  - site dimensions
  - proposed and existing buildings
  - access
  - parking areas
  - treed areas
  - other information
- Any additional information that may assist in providing feedback.

**Note:** *Inadequate or premature applications may be refused or require review at additional pre-consultation meetings. The Applicant may be required to attend additional meeting(s) to establish application requirements.*

### After the Pre-consultation Meeting

Notes are sent to applicants within approximately 2 weeks of the meeting.

Applicants may be required to contact Town and Agency staff for additional guidance on issues related to their application including terms of reference of any required studies or reports or any additional studies that may be required on further review of the proposal.

**Confidentiality Note:** *Any information of a confidential nature that is provided to the Town for review should be marked by the applicant as "In Confidence".*



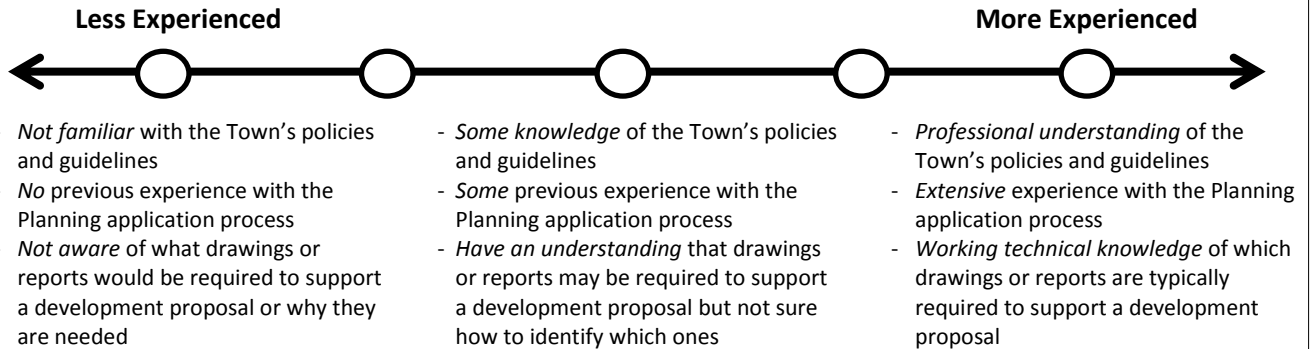
# PRE-CONSULTATION MEETING APPLICATION

This form must be completed by the Owner or Authorized Applicant/Agent and **SIGNED BY THE OWNER.**

If you require assistance in completing this application you can contact the Town of Halton Hills Planning, Development & Sustainability Department at (905) 873-2601 ext. 2298 or ext. 2377.

## INDIVIDUAL ATTENDING THE PRE-CONSULTATION MEETING MUST COMPLETE SELF-IDENTIFICATION:

Please self-identify your familiarity with and understanding of the Planning Process. Completing this section will help staff deliver comments on your proposal in the most effective way.



Did you consult with Town Planning staff prior to submitting this pre-consultation application? Yes  No

### 1. LOCATION OF PROPERTY

Georgetown  Acton  401 Corridor  Rural  Niagara Escarpment

Address of Subject Lands (Street Number/Name):

Legal Description and/or Assessment Roll Number:

### 2. REGISTERED PROPERTY OWNER – MAILING ADDRESS

Name of registered Owner(s) of subject land (list Company name along with contact if Owner is a company):

|                   |            |           |              |
|-------------------|------------|-----------|--------------|
| Address of Owner: | Town/City: | Province: | Postal Code: |
|-------------------|------------|-----------|--------------|

|        |       |         |
|--------|-------|---------|
| Phone: | Ext.: | E-mail: |
|--------|-------|---------|

### 3. APPLICANT/AUTHORIZED AGENT – MAILING ADDRESS (if different than Owner)

Name of Applicant (list Company name along with contact if Applicant is a company):

|                       |            |           |              |
|-----------------------|------------|-----------|--------------|
| Address of Applicant: | Town/City: | Province: | Postal Code: |
|-----------------------|------------|-----------|--------------|

|        |       |         |
|--------|-------|---------|
| Phone: | Ext.: | E-mail: |
|--------|-------|---------|

The personal information collected on this form is collected under the authority of the Planning Act as amended. The information is used for the purposes of scheduling and preparing a pre-consultation meeting. Questions regarding the collection of this information should be directed to the Towns Records/FOI Coordinator at 905-873-2601 ext. 2356 or [foi@haltonhills.ca](mailto:foi@haltonhills.ca).



## 4. DESCRIPTION OF EXISTING PROPERTY

|  |                               |                                |
|--|-------------------------------|--------------------------------|
| Lot Area (metric & imperial):  | Frontage (metric & imperial): | Lot Depth (metric & imperial): |
| Current Use of Property: Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Agricultural <input type="checkbox"/> |                               |                                |
| Current Official Plan Designation:   |                               | Current Zoning Designation:    |
| Description of existing uses and/or development on the property:   |                               |                                |

## 5. PROPOSAL

### Proposed Application Types:

|  |                                      |   |   |
|--|--------------------------------------|---|---|
| Official Plan Amendment <input type="checkbox"/> | Subdivision <input type="checkbox"/> | Site Plan <input type="checkbox"/>        | Consent <input type="checkbox"/>        |
| Zoning By-law Amendment <input type="checkbox"/> | Condominium <input type="checkbox"/> | Part Lot Control <input type="checkbox"/> | Minor Variance <input type="checkbox"/> |

### Details of Proposed Development:

|   |
|---|
| Type of Proposed Development: Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Agricultural <input type="checkbox"/> |
| Description of proposed development:  |

### Lot Creation:

|   |
|---|
| Lot Creation: No Change <input type="checkbox"/> 1 New Lot <input type="checkbox"/> More than 1 New Lot <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/>               |
| If more than 1 new lot, how many: _____ Proposed lot area for new lot(s): _____   |
| Method(s) of Lot Creation: Subdivision <input type="checkbox"/> Condominium <input type="checkbox"/> Part Lot Control <input type="checkbox"/> Consent (Severance) <input type="checkbox"/> |

### Zoning:

|  |
|--|
| Proposed Zoning: No Change <input type="checkbox"/> Conventional <input type="checkbox"/> Site Specific <input type="checkbox"/> Minor Variance <input type="checkbox"/> |
| If proposing a Conventional zoning change, what zone is proposed?  |
| If proposing a Site Specific zoning change or a Minor Variance, what relief is being sought?   |



**6. POLICY FRAMEWORK**

**Town of Halton Hills Official Plan:**

|  |  |
|--|--|
| Town of Halton Hills Official Plan designation:                                      |  |
| Does the proposal conform to the policies of the Town of Halton Hills Official Plan? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If no, what changes are proposed?  |  |

|   |  |
|---|--|
| Which Secondary Plan applies (if any):                                      |  |
| Does the proposal conform to the policies of the applicable Secondary Plan? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If no, what changes are proposed?   |  |

**Halton Region Official Plan:**

|   |  |
|---|--|
| Halton Region Official Plan designation and constraints:                      |  |
| Does the proposal conform to the policies of the Halton Region Official Plan? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If no, what changes are proposed?   |  |

**Provincial Policy:**

|  |  |
|--|--|
| Is the subject property located within the Greenbelt Plan area?          | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Is the subject property located within the Niagara Escarpment Plan area? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**Conservation Authorities:**

|  |   |
|--|---|
| Is any part of the subject property regulated by a Conservation Authority? | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| If yes, which Conservation Authority?                                      | Conservation Halton <input type="checkbox"/> Credit Valley Conservation (CVC) <input type="checkbox"/><br>Grand River Conservation <input type="checkbox"/> |
| If yes, have you previously contacted the Conservation Authority?          | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| If yes, please provide the name of staff member whom you contacted:        |   |



**7. SITE SERVICING**

How is the existing property serviced?

**Water:** Municipal Services  Private Well       **Sanitary:** Municipal Services  Private Septic

How is the proposed development intended to be serviced?

**Water:** Municipal Services  Private Well       **Sanitary:** Municipal Services  Private Septic

If a severance is proposed confirm whether the retained and new lot(s) will all be serviced the same way:

**8. DEVELOPMENT CONSTRAINTS**

**Natural Features:**

Describe any natural features on or adjacent to the subject property (i.e. water courses, slopes to water courses, wetlands, woodlands or other):

**Heritage Buildings:**

Is the subject property or buildings listed or designated on the Town's Heritage Register?      Yes  No

Is an adjacent property or buildings listed or designated on the Town's Heritage Register?      Yes  No

If yes to either Heritage question please describe:

**Source Water Protection:**

**A. SALT APPLICATION & STORAGE**

Will road salt be stored on-site or used on paved surfaces greater than 200 m<sup>2</sup> (2,152 ft<sup>2</sup>)?      Yes  No

Will a snow storage area greater than 100 m<sup>2</sup> ( 1,076 ft<sup>2</sup>) be located on-site?      Yes  No

**B. FUEL HANDLING & STORAGE**

Will liquid fuel or fuel oil greater than 250 L (65 gal.) be stored or handled on-site?      Yes  No

**C. WASTE STORAGE**

Will hazardous waste, liquid industrial waste or PCB waste be stored on-site?      Yes  No

**D. CHEMICAL HANDLING & STORAGE**

Will chemicals greater than 25 L (6.5 gal.) be stored or handled on-site? (ie. degreasers, coolants, cleaners, paints, adhesives, wood treatments, sealers, inks, rubber, solvents, vehicle fluids, dry cleaning products)      Yes  No

**E. AGRICULTURAL MATERIAL APPLICATION & STORAGE**

Will the storage or application of fertilizers greater than 25 kg (55 lbs.) occur on-site?      Yes  No

Will the storage or application of pesticides greater than 2,500 kg (5511 lbs.) occur on-site?      Yes  No

Will the application or storage of unprocessed plant based materials (ie. fruit or vegetable peels) occur on-site?      Yes  No



## 9. GREEN DEVELOPMENT STANDARDS

Do the Town of Halton Hills Official Plan policies on sustainable development as illustrated through the Green Development Standards apply? Yes  No

If yes, please review the Green Development Standards Checklist and be prepared to discuss the means that are intended to be used to address the requirements of the Official Plan policies on sustainable development as illustrated by the Green Development Standards.

## 10. DRAWINGS *Drawings are required for all pre-consultation applications*

Drawings and other information provided for review with the pre-consultation application (please list):

### **Any drawings submitted should be:**

11 x 17 PDF format or 1 hardcopy each of any drawings in 11 x 17 dimensions

Drawings should include:

- site dimensions
- existing and proposed buildings
- existing and proposed access
- existing and proposed parking areas
- treed areas
- water courses
- other information as appropriate

*Note: the committee will review drawings without this information. However, the quality of feedback from Town staff and agencies may be reduced if it is absent.*

## 11. SIGNATURES

### **A. Signature of Applicant/Agent (if an Applicant/Agent is advancing this pre-consultation application the current Owner's signature is require to allow/assign the Applicant/Agent to discuss matters related to their property):**

Name of Applicant/Agent: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_  
 Owner's Signature Date (YY/MM/DD)

### **B. Current Property Owner's Signature:**

Name of Owner: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_  
 Owner's Signature Date (YY/MM/DD)

**Note:** While every attempt will be made during the pre-consultation process to identify all requisite reports and documentation, it must be understood that as review of an application proceeds, the need for additional information or studies may arise.

The Town of Halton Hills has a Pre-consultation By-Law #2008-0092 by way of Staff Report No. PD-2008-0021.