Pre-Consultation Guide and Application

Applications for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Plan of Condominium or Site Plan Approval

Prior to submitting applications for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Plan of Condominium and/or Site Plan Approval, applicants are required to ‘pre-consult’ with the Town in accordance with By-law 93-2017. Pre-consultation meetings are hosted by the Building and Development Department and may include representatives from other Town departments and external agencies involved in the evaluation of planning applications. The meeting is intended to identify key issues and approvals that will be required for the project, and to confirm the supporting materials that must be submitted with the planning application(s). Exemptions from the pre-consultation process may be granted if the proposal is relatively simple in nature and/or there are limited issues or concerns.

Meeting requests must be made at least seven business days 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.

Applications for Minor Variance or Consent

Although the Planning Act does not provide municipalities with the authority to require pre-consultation prior to the submission of Consent or Minor Variance applications, applicants are strongly encouraged to pre-consult with the Town. Pre-consultation can assist applicants in confirming applicable Official Plan policies and zoning regulations. Without pre-consultation, there may be delays in the processing of your application if improper information has been provided.

Please Note:

1. The main intent of the pre-consultation meeting is to identify the requirements and materials to assist an applicant in the submission of a complete planning application. Additional requirements and/or materials may be identified upon submission of the actual application(s).

2. The comments generated from the pre-consultation meeting do not constitute an approval, nor does it reflect the position of the Town.

3. Additional applications to other public agencies and governments, including, Provincial, County, Conservation Authority and/or other Town Departments, may be necessary depending on the nature of the application.
## PRE-CONSULTATION REQUEST FORM
(To be completed by Applicant)

### PROPERTY INFORMATION

| Street Address: | Postal Code: |
| Town of St. Marys | Lot: |
| Concession: | Registered Plan No.: |
| Lot(s)/Block(s): | Reference Plan No.: |
| Part Number(s): | 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:

- Agent
- Solicitor
- Planning Consultant
- Architect
- Contractor
- Other

| Street Address: | |
| Municipality: | Province: | Postal Code: |
| Telephone: | Ext. | Fax: |

Contact Name & Email:

### EXISTING PROPERTY INFORMATION

Current Use:

- Residential
- Commercial – retail
- Commercial – office
- Institutional
- Industrial
- Rural / Agricultural
- Vacant
- Other: _________

Please describe existing buildings, structures and natural features on the property:
## EXISTING PROPERTY INFORMATION CONTINUED

<table>
<thead>
<tr>
<th>Heritage Designated or Listed?:</th>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>Current Official Plan Designation(s):</td>
<td></td>
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<tr>
<td>Current Zoning:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Area (Hectares):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Frontage (Metres):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Depth (Metres):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there any encumbrances on the property? (e.g. easements):</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>If yes, list encumbrances:</td>
<td></td>
<td></td>
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</tbody>
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## PROPOSED DEVELOPMENT DESCRIPTION

<table>
<thead>
<tr>
<th>Pre-Consultation requested for (Please check all that apply):</th>
<th>Please describe the proposed development:</th>
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</thead>
<tbody>
<tr>
<td>☐ Official Plan Amendment</td>
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<tr>
<td>☐ Zoning By-Law Amendment</td>
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<tr>
<td>☐ Site Plan Application</td>
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<tr>
<td>☐ Draft Plan of Subdivision</td>
<td></td>
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<tr>
<td>☐ Draft Plan of Condominium</td>
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<tr>
<td>☐ Consent</td>
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<tr>
<td>☐ Minor Variance</td>
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## 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.

<table>
<thead>
<tr>
<th>Owner/Agent (Please Print)</th>
<th>Owner/Agent (Signature)</th>
<th>Date</th>
</tr>
</thead>
</table>
\begin{table}[h]
\centering
\begin{tabular}{|l|}
\hline
ADDITIONAL INFORMATION  \\
\hline
Should you need to provide any additional information regarding the proposal, please do so in this section.  \\
\hline
\end{tabular}
\end{table}

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

- Completed Pre-consultation Request Form
- One (1) full-sized paper copy and one (1) electronic copy of a “Conceptual Site Plan”
- One (1) paper copy and one (1) electronic copy of a legal survey

For any additional questions or concerns, please contact the Building & Development Department at 519-284-2340 ext. 243. Should you require assistance in person, please visit the Building & Development Department counter located at the Municipal Operations Centre, 408 James Street South.
Pre-consultation and Complete Application Submission Requirements
(To be completed by Town staff)

| Date: ______________________________ | Applicant: ______________________________ |
| Address: __________________________ | Owner: ________________________________ |
| Proposed Use: ______________________ | Application Type(s): ____________________ |

Town Departments Circulated

<table>
<thead>
<tr>
<th>Engineering &amp; Public Works</th>
<th>Planning/Zoning</th>
<th>Fire</th>
</tr>
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<tbody>
<tr>
<td>Building</td>
<td>Accessibility</td>
<td>Heritage</td>
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**Required to be submitted with application for:**

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision or Condominium
- Site Plan Approval
- Consent
- Minor Variance

**Environmental Considerations**

- Environmental Impact Statement
- Erosion Hazard Assessment
- Fish Habitat Assessment
- Hydrogeological Evaluation
- Natural Heritage Evaluation
- Source Water Protection Plan
- Tree Preservation Plan
- Tree Compensation Plan
- Tree Inventory and Arborist Report
- Vegetation Protection, Enhancement and Restoration Plan

**Transportation Considerations**

- On-street Parking Analysis
- Parking Supply Study and Design Plan
- Traffic Impact Study
- Transportation Study

**Engineering Considerations**

- Composite Utility Plan
- Detailed Service Plan
- Erosion and Sediment Control Plan
### Financial Considerations

- Financial Impact Analysis
- Municipal Financial Impact Assessment
- Retail Market Impact Study

### Cultural/Heritage Considerations

- Archaeological Assessment
- Built Heritage Resource Assessment/Impact Study
- Cultural Heritage Resource Assessment/Impact Study
- Heritage Restoration Plan

### Planning Considerations

- Planning Policy Analysis
- Planning Justification Report
- Phasing Plan
- Surrounding Land Use Compatibility Analysis

### Nuisance and Hazard Considerations

- Air Emissions Study
- Noise Study
- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Site Remediation Plan
- Vibration Study
- Soil Capacity Study

### Agriculture and Aggregate Considerations

- Aggregate Extraction Area Report
- Aggregate Resource Analysis
- Aggregate Restoration/Rehabilitation Plan
- Agricultural Assessment
- Agricultural Impact Study
- Minimum Distance Separation Analysis
- Nutrient Management Plan
Design Considerations

Architectural Control Guidelines .......................................................... 
Elevation Plans ......................................................................................
Energy Management Plan ......................................................................
Sustainability Evaluation ......................................................................
Landscape and Open Space Plan ...........................................................
Lighting Plan ....................................................................................... 
Park Concept Plan ................................................................................ 
Site Plan ................................................................................................
Streetscaping Plan ................................................................................
Sun-Shadow Analysis ...........................................................................
Urban Design Guidelines .....................................................................
Accessibility Design Matrix .................................................................

Other

OTHER AGENCIES TO BE CONTACTED
(Contact information on following pages)

County of Perth ......................................................................................
Upper Thames River Conservation Authority ......................................
Canadian Pacific Limited ......................................................................
Canadian National Railway ...................................................................
Hydro One Networks Inc. ......................................................................
Perth District Health Unit .....................................................................
Union Gas Limited ............................................................................... 
Festival Hydro ...................................................................................... 
Rogers Cable TV ..................................................................................
Bell Canada ...........................................................................................
Quadro Communications ....................................................................
Huron Perth County Catholic Separate School Board ......................
Avon Maitland District School Board ................................................ 
Ministry of Municipal Affairs and Housing .........................................
Attn: Circulations Intake, Planning & Design
Mmm Group Limited
100 Commerce Valley Drive West
Thornhill Ontario L3T 0A1
905-882-1100
(Bell Canada; OPA; ZBA; Plan of
Subdivision/Condo; Site Plan Approval;
Holding By-law; Part Lot Control)

Huron-Perth Catholic District School Board
PO Box 70
Dúblin
Ontario
N0K 1E0
519-345-2440; 1-800-265-8508

Avon-Maitland District School Board
62 Chalk Street North
Seaforth
Ontario
N0K 1W0
519-527-0111

Ministry of Municipal Affairs and Housing
Municipal Services Office
659 Exeter Road, 2nd Floor
London
Ontario
N6E 1L3
519-873-4020

Canada Post Corporation
Delivery Planning
955 Highbury Ave E
London
Ontario
N5Y 1A3
226-927-1737

Quadro Communications
1845 Road 164
P.O. Box 101
Kirkton
Ontario
N0K 1K0
519-229-8933; 1-800-265-4983