BY-LAW 93-2017

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to require an applicant to consult with the municipality prior to making an application under the Planning Act

WHEREAS: Subsections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the Planning Act, R.S.O. 1990, as amended, permit Municipal Council, by by-law, to require an applicant to consult with the municipality before submitting a request to amend the Official Plan or before applying for an amendment to the Zoning By-law, or before submitting plans and drawings for site plan approval, or before applying for approval of a plan of subdivision or a plan of condominium;

AND WHEREAS: The purpose of a meeting prior to making an application is to provide Town staff the opportunity, in consultation with the applicant, to clarify the information and materials that the applicant may be required by the Town to submit concurrently with the application;

NOW THEREFORE: The Council of the Corporation of the Town of St. Marys hereby enacts as follows:

DEFINITIONS

“Applicant” means a person or public body requesting to amend the Official Plan, applying for an amendment to the Zoning By-law, submitting plans and drawings for site plan approval, or applying for approval of a plan of subdivision or a plan of condominium.

“Municipality” means the Corporation of the Town of St. Marys.

“Pre-consultation meeting” means a municipal process for fulfilling the consultation requirements set out in subsections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the Planning Act, R.S.O. 1990, as amended. The purpose of the pre-consultation meeting is to review a draft development proposal and to identify required supporting information, plans and studies. Town Staff may also include other agencies as part of the consultation process.

PRE-CONSULTATION REQUIREMENTS

1. Prior to the submission of an application for an amendment to the municipality's official plan or zoning by-law, an application for approval of a plan of subdivision or condominium, and an application for site plan approval, the applicant shall attend a pre-consultation meeting with municipal staff.

2. Prior to a pre-consultation meeting, the applicant is required to complete and submit the Town’s Pre-consultation Request Form and required supporting documentation.
3. Failure to fulfill the requirement to attend a required pre-consultation meeting shall result in the municipality refusing to accept the application.

4. Notwithstanding the requirements of this by-law, the Director of Building and Development is hereby delegated the authority to waive the requirement of an applicant to attend a pre-consultation meeting where the Director of Building and Development determines that there is no need for such consultation prior to the application being filed.

Read a first and second time this 24th day of October, 2017.

Read a third and final time and passed this 24th day of October, 2017.

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk