

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 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 3 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 emailing your signed Application form and sketch to: pre-consultation@haltonhills.ca or delivering in person at Town Hall, 1 Halton Hills Drive, Georgetown, ON L7G 5G2. To confirm receipt of your Application you may want to contact an Administrative Coordinator in the Planning & Development Department at 905-873-2601 Ext. 2900.

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 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 and include:

- 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 3 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 Department at (905) 873-2601 ext. 2900.

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.

← Less Experienced		More Experienced →
- <i>Not familiar</i> with the Town's policies and guidelines - <i>No previous experience</i> with the Planning application process - <i>Not aware</i> of what drawings or reports would be required to support a development proposal or why they are needed	- <i>Some knowledge</i> of the Town's policies and guidelines - <i>Some previous experience</i> with the Planning application process - <i>Have an understanding</i> that drawings or reports may be required to support a development proposal but not sure how to identify which ones	- <i>Professional understanding</i> of the Town's policies and guidelines - <i>Extensive experience</i> with the Planning application process - <i>Working technical knowledge</i> of which drawings or reports are typically required to support a development proposal

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.

PRE-CONSULTATION MEETING APPLICATION

4. DESCRIPTION OF EXISTING PROPERTY

Lot Area (metric & imperial):	Frontage (metric & imperial):	Lot Depth (metric & imperial):
Current Use of Property: Residential ☐ Industrial ☐ Commercial ☐ Institutional ☐ Agricultural ☐		
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 ☐	Subdivision ☐	Site Plan ☐	Consent ☐
Zoning By-law Amendment ☐	Condominium ☐	Part Lot Control ☐	Minor Variance ☐

Details of Proposed Development:

Type of Proposed Development:	Residential ☐	Industrial ☐	Commercial ☐	Institutional ☐	Agricultural ☐
Description of proposed development:					

Lot Creation:

Lot Creation:	No Change	1 New Lot	More than 1 New Lot ☐	Lot Line Adjustment ☐
If more than 1 new lot, how many:	Proposed lot area for new lot(s):			
Method(s) of Lot Creation:	Subdivision	Condominium	Part Lot Control	Consent (Severance)

Zoning:

Proposed Zoning:	No Change	Conventional	Site Specific	Minor Variance ☐
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	No
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	No
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	No
If no, what changes are proposed?		

Provincial Policy:

Is the subject property located within the Greenbelt Plan area?	Yes	No
Is the subject property located within the Niagara Escarpment Plan area?	Yes	No

Conservation Authorities:

Is any part of the subject property regulated by a Conservation Authority?	Yes	No
If yes, which Conservation Authority?	Conservation Halton	Credit Valley Conservation (CVC) Grand River Conservation
If yes, have you previously contacted the Conservation Authority?	Yes	No
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 m² (2,152 ft²)?

Yes No

Will a snow storage area greater than 100 m² (1,076 ft²) 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

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9. 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.

10. SIGNATURES

A. Signature of Applicant/Agent (if an Applicant/Agent is advancing this pre-consultation application the current Owner's signature is required 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:

As the Owner of the subject lands I consent to this application being considered at a scheduled Town of Halton Hills Pre-consultation meeting and also hereby authorize staff of the Town of Halton Hills, and circulate agencies, to enter upon the subject lands and premises, for the limited purpose of evaluating the merits of this application.

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.

P&D-05-2016

Planning & Development Department
Tel: 905-873-2601 ext. 2900 Fax: 905-877-3524