



PLANNING & DEVELOPMENT SERVICES DEPARTMENT

32 Mill Street
Thornbury, ON N0H 2P0
519.599.3131
www.thebluemountains.ca

PRE-CONSULTATION GUIDE

As permitted under Section 22 (3/1)(b), 24(10.0.1)(b) and 41(3.1)(b) of the Planning Act, Town Bylaw 2009-35 requires Applicants to consult with the Town before submitting a development application for the following types of applications:

- Site Plan Control
- Plan of Subdivision / Condominium
- Zoning By-law Amendment
- Official Plan Amendment

Prospective applicants are required to meet with Town Staff prior to the submission of the above noted Planning Act applications. Pre-consultation meetings are hosted by the Planning Division, and may include representatives from various other Town departments and external agencies involved in the evaluation of planning applications. The pre-consultation meeting allows the applicant and/or their representative(s) to present and discuss the development proposal with relevant staff, and also provides staff with the opportunity to clarify the application process, provide preliminary comments about a development proposal, identify key issues and the approvals that will be required, and confirm the supporting information/materials (e.g. drawings, reports and studies, etc.) that must be submitted with the planning application(s), in accordance with the Town of The Blue Mountains Policies, Bylaws, Standards and Guidelines in order to be considered a COMPLETE APPLICATION under the Planning Act.

To arrange a *Planning Act* pre-consultation, complete page 3 and 4 of this Pre-Consultation Application in its entirety and return to planning@thebluemountains.ca.

In accordance with Town Policy, a Pre-consultation will be arranged within 10 business days on a first-come, first-served basis. Staff provides confirmation via e-mail communication to the applicant.

CONCEPT PLAN REQUIREMENTS FOR PRE-CONSULTATION

All Pre-Consultation applications are to include intended land uses, number/size/use of proposed/existing units and lots and blocks, a concept site plan sketch of the proposed development, and any other information that may be useful for the preliminary review of the proposal.

A concept/draft plan is required that illustrates the proposal and information relating to:

- Property Location (including lot lines)
- Proposed/Existing Official Plan designation and Proposed/Existing Zoning
- Detailed Description of the Proposed Use(s)
- Proposed Lots, Blocks, Street Pattern, if applicable
- Building Outlines (new and existing footprints with dimensions)
- Proposed Building Density (i.e. coverage, units per hectare)
- Parking Area locations and Access Points
- Site Statistics under Zoning including Lot Area, Setbacks, Lot Coverage, Building Height(s), Building Floor area, number of required/provided parking spaces,
- Landscape Buffer Requirements
- Any Special Zoning provisions requested

For reference see: The Town of The Blue Mountains Official Plan, The Blue Mountains Comprehensive Zoning By-law 18-65, and The Blue Mountains Community Design Guidelines 2012. Visit the Planning and Development Services section of the Town's website for further information:

www.thebluemountains.ca/planning-services.cfm

*****The Town reserves the right to refuse Pre-consultation Forms with missing or incomplete information. A Pre-consultation Meeting will not be held for a proposed development until missing or incomplete information is received.*****

For questions on completing this form please call: 519-599-3131 extension 263 or email planning@thebluemountains.ca



**Town of The Blue Mountains
Planning Pre-consultation Application**

FOR OFFICE USE ONLY

Date Received:

Planner Assigned:

APPLICANT INFORMATION

Application Date:

Registered Owner:

Mailing Address:

Applicant Name:

Applicant Address:

Email Address:

Telephone Number:

PROPOSAL INFORMATION

Project Start Date:

Project Name:

Property:

Legal Description

Municipal Address

Proposal Type:

- Official Plan Amendment
- Zoning By-law Amendment
- Site Plan Approval

- Draft Plan of Subdivision/Condominium
- Unsure

<p>Description of Property:</p> <p>(summary of existing property details including uses/buildings, parking, access, surrounding land uses, etc)</p>				
<p>Description of Proposed Works:</p> <p>(summary of proposed site changes, new buildings or uses, extent of works)</p>				
<p>Previous informal discussions with Town Planning Staff:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, indicate staff name:</p>		
<p>Current Official Plan Designation:</p>			<p>Proposed Official Plan Designation:</p>	
<p>Current Zoning:</p>			<p>Proposed Zoning:</p>	
<p>Conservation Authority Jurisdiction:</p>	<p>GSCA</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Within the Niagara Escarpment Plan Area:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>NVCA</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Within a Source Protection Plan Area:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Other Constraints</p> <p>(Natural Features, Contaminated Sites, Source Protection etc.)</p>				