

## MANDATORY PRE-CONSULTATION REQUEST FORM

A pre-consultation meeting is required prior to the acceptance of an application for Official Plan Amendment, Zoning By-Law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan Approval. The pre-consultation meetings are hosted by the Planning Services Department and may include representatives from various Town Departments or external agencies as required.

The pre-consultation meeting allows the applicant and/or their representatives to present and discuss the development proposal with relevant staff and also provides staff the opportunity to clarify the application process, provide preliminary comments on the development proposal, identify key issues and the approvals that will be required and confirm the supporting information/materials that must be submitted with the planning application in accordance with the Town of Innisfil's Official Plan policies.

### Submission Requirements

Prior to meeting with Town Staff, the applicant must submit the completed Pre-Consultation Request Form  (attached), and provide one (1) digital drawing which illustrates the following:

(All measurements to be in metric; drawn to scale)

- Location of property and immediate surroundings (including property dimensions)
- Use of adjoining lands
- Location of all existing and proposed structures and features, including:
  - Pedestrian and vehicular access (including adjacent accesses and intersections);
  - Parking and circulation;
  - Location/names of all road allowances, rights of way, streets or highways);
  - Restrictive covenants or easements affecting the subject land;
  - Location of all existing trees and vegetation, watercourses, drainage ditches, slopes and natural features which may affect the application); and
  - Services and utilities (including location of connections at property line)
- Other relevant information, as appropriate, to assist staff in understanding the proposal

### Timing and Required Information

Complete and return the pre-consultation request and the supporting submission material to the Planning Services Department via email to [planningservices@innisfil.ca](mailto:planningservices@innisfil.ca). Upon receipt of a completed Pre-consultation Meeting Request Form and all required/supplementary information, Town staff will schedule a pre-consultation meeting between the applicant/agent and the relevant Town/agency staff. Town staff will ensure that the appropriate agencies and staff are invited to the pre-consultation meeting. Your submission will allow staff/agencies the opportunity to prepare for and gather any information necessary to properly consider the proposal in the context of local, regional, provincial and agency policies, guidelines and professional opinions, and make appropriate recommendations at the pre-consultation meeting.

Within 10 business days of the pre-consultation meeting, staff will provide the applicant and/or owner with a signed Record of Pre-Consultation. The Record will contain a list of information and material that will be required to process the subject applications. The Record of Pre-Consultation must be submitted with the application along with all of the required information and materials to be considered a "Complete Application".



**OFFICE USE ONLY**

File No (if applicable): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Pre-Consultation Meeting Date: \_\_\_\_\_

**PRE-CONSULTATION APPLICATION**

<b>1. PROPERTY DESCRIPTION:</b>		
Municipal Address: _____		
Legal Description (Lot, Block, Concession, Plan #): _____		
Type of Application (Residential, Commercial, Industrial, other): _____		
Access: <input type="checkbox"/> Provincial Highway	<input type="checkbox"/> County Road	
<input type="checkbox"/> Local Road	<input type="checkbox"/> Other: _____	
<b>2. APPLICANT/ AGENT INFORMATION:</b>		
Company Name: _____		
Name of Applicant/Agent: _____		
Address: _____		
City/Town: _____	Postal Code: _____	
Telephone: _____	Ext. _____	E-mail: _____
<b>3. REGISTERED OWNER INFORMATION:</b> <input type="checkbox"/> (Same as Applicant)		
Name of Owner: _____		
Address: _____		
City/Town: _____	Postal Code: _____	
Telephone: _____	Ext. _____	E-mail: _____
<b>4. PROPERTY DIMENSIONS:</b>		
Frontage: _____	Depth: _____	Area: _____
<b>5. PROPOSED LAND USE:</b>		
Existing Zoning: _____	Proposed Zoning: _____	
Existing Land Use: _____	Proposed Land Use: _____	
Existing Official Plan Designation: _____		
Proposed Official Plan Designation: _____		
<b>6. APPLICATION HISTORY:</b>		
Has the subject lands been the subject of any other application under the Planning Act? If yes, please list the type of application and file number, if known: _____ _____		
Has there ever been an industrial or commercial use, including a gas station on the subject land or adjacent lands? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Specify: _____		
Is there reason to believe the subject lands have been contaminated by former uses on the site or adjacent lands? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Specify: _____		
Has there ever been waste disposal on the subject land or adjacent lands? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide MOE Environmental Compliance Approval #: _____		

**7. MUNICIPAL SERVICES:** (check the appropriate box)

Water     Sanitary Sewer     Storm Sewer     None

**8. PRIVATE SERVICES:** (check the appropriate box)

Water (well)     Septic system     Storm Sewer     None

**9. STORM DRAINAGE:** (check the appropriate box)

Municipal storm sewers     Swales, ditches     Other: \_\_\_\_\_

**10. SUPPORTING MATERIAL:**

Please include a printed copy or digital copy (PDF) of a concept plan, which includes the location of all existing and proposed structures, setbacks from property lines, location of services, approximate location of natural & artificial features (e.g. railways, watercourses, drainage ditches, wetlands, wooded areas, wells & septic tanks) and any proposed vegetation removal (i.e. trees). Upon receipt of a completed pre-consultation application form and concept plan, the Development Coordinator will contact the Applicant or their Agent to arrange a pre-consultation meeting. Please note that these meetings are booked on a first come first serve basis and meetings are confirmed once the required material is submitted.

Please submit your pre-consultation application form and concept plan to Planning Services at the following address: [planningservices@innisfil.ca](mailto:planningservices@innisfil.ca)

If you have any questions regarding the pre-consultation process, please contact us at [planningservices@innisfil.ca](mailto:planningservices@innisfil.ca)

**11. DISCLAIMER:**

The owner Acknowledges that costs incurred by the Town prior to a Site Plan Application submission (which may include but not limited to pre-consultation meetings / engineering, legal and planning research) will be invoiced accordingly.

Any comments made at the pre-consultation meeting are preliminary and subject to further review and circulation at the time of a complete and formal application. Commenting on the pre-consultation will not imply or suggest any decision to either support or refuse the application. Further, participating in pre-consultation does not allow the undertaking of construction and/or site alteration, including the clearing of trees and vegetation. Comments shall remain in effect for the period of one (1) year from the date of the pre-consultation meeting, following which a subsequent application may be required.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date