



TOWN OF NEWMARKET
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Planning & Building Services
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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 Division 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 Newmarket's Official Plan policies in order to be considered a complete application under the *Planning Act*.

Submission Requirements

Prior to meeting with Town Staff, the applicant must submit the completed Pre-Consultation Request Form (attached), and provide (10) copies of an 11"x17" size drawing (or larger) in hard copy and in PDF format, 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 existing and proposed structures and features, including:
 - Pedestrian and vehicular access (including adjacent accesses and intersections)
 - Parking and circulation
 - Location/width/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 (and location of any of these features on adjacent lands which may affect the applications)
 - Services and utilities (including the 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 Division. 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".

PRE-CONSULTATION REQUEST FORM

Part One: GENERAL INFORMATION

1. Registered Owner

Name: _____

Principal of Company (If Owner is a company name): _____

Address: _____

_____ Postal Code: _____

Phone: _____ Ext. _____ Fax: _____ E-mail: _____

2. Applicant (if other than the registered owner for contact purposes)

Name: _____

Principal of Company (If Owner is a company name): _____

Address: _____

_____ Postal Code: _____

Phone: _____ Ext. _____ Fax: _____ E-mail: _____

3. Type of Application

a) This is a pre-consultation meeting request for (check all that apply):

- Official Plan / Secondary Plan Amendment
- Zoning By-Law Amendment
- Draft Plan of Subdivision
- Draft Plan of Condominium
- Site Plan Approval

b) Have you had any previous discussions with Planning Staff with respect to this proposal?

- Yes No

If yes, with who have you consulted? _____

c) Has this land been the subject of any other application under the Planning Act? If yes, please list the file number. _____

3. Consultant Team

List additional team members on a separate sheet (if required)

<u>Discipline</u>	<u>Consultant Name</u>	<u>Professional Designation</u>	<u>Name of Firm</u>
Planner	_____	<input type="checkbox"/> MCIP RPP	_____
Engineer (grading, stormwater, servicing, etc.)	_____	<input type="checkbox"/> P. Eng	_____
Project Manager	_____		_____
Landscape Architect	_____	<input type="checkbox"/> OALA	_____
Architect	_____	<input type="checkbox"/> OAA	_____
Other	_____		_____

4. Declarations

I have reviewed, and believe that the proposal has been designed to be generally consistent with, the Town’s relevant Planning Documents (Official Plan / Urban Centres Secondary Plan / Zoning By-law, etc), notwithstanding any requested amendments.

Initial: _____

By submitting this application, I agree to allow the Town of Newmarket, its employees and agents to enter the subject property for the purpose of conducting visual surveys that may be necessary to process this request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or re-grade the site during the processing of this request.

Owner, Applicant or Authorized Agent Name
(Please Print)

Signature of Owner, Applicant or Authorized Agent

Date

-----**for staff use only**-----

Pre-submission Meeting Request accepted by:

Name

Date