



PRE-CONSULTATION REQUEST FORM

Section E.10 Pre-Consultation and Complete Application of the Township of Tiny Official Plan states that prior to the submission of an application for an Official Plan Amendment, Zoning By-law Amendment, Site Plan Control and/or an application for Subdivision/Condominium approval, the person requesting the amendment or approval shall pre-consult with the Township. Pre-consultation may also be required prior to the submission of other planning applications to the Township (this includes Consents). The pre-consultation meeting is hosted by the Township Planning Department and may include representatives from various Departments or external agencies as required.

The pre-consultation meeting allows the applicant and/or their representatives to present and discuss their development proposal with Township 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 Township of Tiny's Official Plan policies in order to be considered a complete application under the Planning Act.

In the event there are concurrent applications, only one Pre-consultation Request Form is required.

Submission Checklist

Please ensure you have completed the following prior to submitting your form:

- Fully complete all sections of the Pre-consultation Request Form.
- If the applicant is not the owner, a letter of email from the owner giving permission to proceed with a pre-consultation meeting with the Township.
- Pre-consultation Request Form fee, made payable to the Township of Tiny in the amount of \$750.00 (or \$350.00 for a Consent Application Pre-consultation) by cheque, cash or debit.
- A Sketch or Site plan (in metric) detailing the request.
- Copy of any correspondence, approvals, or permits from outside agencies/departments.
- Any other information that may be pertinent to your proposal.

Timing and Required Information

Complete and return the Pre-consultation Request Form, the supporting submission material and fee to the Planning Department. Upon receipt of a completed Pre-consultation Request Form and all required/supplementary information, Township staff will schedule a pre-consultation meeting between the applicant and Township/agency staff.

Following the pre-consultation meeting, staff will provide the applicant with a formal pre-consultation comment letter. The comment letter will contain a list of information and material that will be required to process the required planning application(s).

Any comments received from a pre-consultation meeting are strictly intended for advising on what is required for a complete application. A full evaluation of your proposal will be conducted when a formal Planning Act application is submitted.



TOWNSHIP OF TINY PRE-CONSULTATION REQUEST FORM

1. Applicant Information

Name of Applicant: _____
Mailing Address: _____

Phone No.: _____
Email Address: _____

2. Owner Information (to be completed if the Applicant is not the Owner)*

Name of Owner: _____
Mailing Address: _____

Phone No.: _____
Email Address: _____

***Note: if the applicant is not the owner, please provide an authorization letter or email giving you permission to proceed with a pre-consultation meeting with the Township.**

3. Property Description

Legal Description of Subject Land: _____
Township Lot: _____ Concession: _____
Lot: _____ Registered Plan: _____
Municipal Address: _____
Roll No. _____

4. Current Land Uses(s)

- Describe the current uses on the property:

- Current land use designation in County of Simcoe Official Plan: _____
- Current land use designation in Township of Tiny Official Plan: _____
- Current zoning: _____
- Is the property within a Well Head Protection Area? Yes No
If yes, please specify: _____
- Is the property a designated or listed property under the Ontario Heritage Act or adjacent to such a property? Yes No
If yes, please specify: _____

- Has there ever been an industrial or commercial use, including gas station on the subject land or adjacent lands? Yes No

If yes, please specify: _____

- Is there reason to believe the subject lands have been contaminated by former uses on the site or adjacent lands? Yes No

If yes, please specify: _____

- Has there ever been waste disposal on the subject land or adjacent lands? Yes No
- If yes, provide MECP Certificate of Approval/Environmental Compliance Approval #:

5. Proposed Application(s) (Check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Temporary Use By-law | <input type="checkbox"/> Plan of Condominium |
| <input type="checkbox"/> Zoning By-law Amendment | <input type="checkbox"/> Plan of Subdivision | <input type="checkbox"/> Site Plan Approval |
| <input type="checkbox"/> Consent | | |

6. Proposed Land Uses

Proposed land use(s): _____

Proposed land use designation (if different from current): _____

Proposed zoning (if different from current): _____

7. Fee \$750.00 (or \$350.00 for a Consent Application Pre-consultation)

In accordance with the Township of Tiny Fee By-law there is a \$750.00 (or \$350.00 for a Consent Application Pre-consultation) fee for pre-consultation meetings. Pre-consultation meetings are required for all applications listed in Section 5. Cheques can be made payable to the Township of Tiny or alternatively applicants can pay at the Township office by cash or debit. Upon receipt of a complete Pre-consultation Request Form, fee and concept plan, Township Planning Department staff will contact the applicant to arrange a pre-consultation meeting and will provide written comments following the meeting. The Pre-consultation Request Form, fee and sketch or site plan are to be submitted to:

Planning & Development
The Corporation of the Township of Tiny
 130 Balm Beach Road West, Tiny, ON L0L 2J0
 705-526-4204
pzimmerman@tiny.ca

8. Cost Acknowledgement

In consideration of the Township of Tiny receiving this application;

The Owner represents that he/she is/are the registered owner(s) of the lands described in this application; and

The Owner recognizes that there may be a number of legal, planning, engineering, and environmental issues to be investigated and resolved which may necessitate time and effort on the part of both the Owner and the Township; and

The Township may find it necessary to engage professional services in consideration of the proposal; and

The Owner, in consideration of the associated professional services, hereby agrees as follows:

1. In this agreement, "expenses" means all professional services and/or consultant's fees and disbursements.
2. The Township agrees to review the application and if necessary retain such additional legal, planning, engineering, and environmental consultants as are necessary to properly evaluate the application.
3. The Owner shall submit with the application the required municipal administration fee, which does not account for additional costs of associated professional services.
4. The Owner agrees to be responsible for and agrees to reimburse the Township for all expenses the Township may have incurred in respect of the application.
5. As expenses are incurred by the Township, the Township shall pay the invoice(s) and submit an invoice to the Owner of the disbursements at which time the invoice(s) is to be paid within 30 days.
6. In the event that the invoice(s) remains outstanding for more than 30 days, the Township may halt all work in respect of the application until all arrears are satisfied.
7. The Owner may withdraw this application at any time, however, shall be responsible for the costs incurred up to the date that the Township of Tiny receives written notice of withdrawal of the application.
8. This Agreement shall not be construed as acceptance or approval by the Township of the application.

9. Formal Comments

Following the pre-consultation meeting, you will be provided with formal comments from the Township.

Date

(Signature of Owner)

(Signature of Owner)