



## 2018 PRE-SUBMISSION CONSULTATION APPLICATION FORM

Planning Department, 519-632-8800  
2958 Greenfield Road, Ayr, ON N1R 5S5

### 2018 Pre-Consultation Required in Advance of Planning Applications

The Pre-Submission Consultation Request Form must be submitted to the Township of North Dumfries prior to applying for planning approvals under the Planning Act, R.S.O. 1990. Pre-consultation does not imply or suggest any decision whatsoever on behalf of staff or the Corporation of the Township of North Dumfries. This form, and the information about your development proposal, will be used to determine what documentation is required to support your Complete Planning Act Application(s) as per the Planning Act.

### **The application is to be completed in full and submitted with the following information:**

- Application fee of \$270. A new pre-consultation application may be required if it has been more than a year from the time of the initial pre-consultation to the time of that the Planning Application is submitted.
- One original copy of the application form, plans and drawings
- Please contact Planning Staff for number of copies required of the application, plans and drawings
- Digital submission of application form, plans and drawings
- Owner Authorization Form
- Planning Report (unless otherwise advised by staff) outlining how your proposal conforms or does not conform to Provincial, Regional and Township planning policies and the Township's Zoning By-law
- Completion of the Region of Waterloo Environmental Site Screening Questionnaire
- Notice of Water Source Protection Plan Compliance (more information available at <http://www.regionofwaterloo.ca/en/aboutTheEnvironment/sourceprotection.asp>)

This application will help identify issues and requirements for supporting documentation reports in advance of a full application submission. It may be determined during the review of the formal application submission that additional studies or information is required as a result of issues arising during the processing of the application. The applicant will be required to provide all technical studies and necessary information in addition to peer review fees as part of the application at their expense.

It is the responsibility of the applicant to research and evaluate the site and proposal to ensure that the development will conform to applicable provincial, regional and local legislation and policies (e.g. provincial policy, official plans, zoning by-law). Any pertinent information should be reflected in the application form.

Certain infrastructure projects to service developments are subject to the provisions of the Environmental Assessment Act. The applicant is advised to consult with their engineering consultant to provide determination in this matter.

### Following Submission of the Application Form

Staff may circulate the proposal to Township departments and other government agencies such as

the Region of Waterloo, Grand River Conservation Authority, Cambridge and North Dumfries Hydro and School Boards.

Staff will review the material and determine whether a meeting with the applicant is necessary on the proposal. If a meeting with the applicant is determined necessary, staff will inform the applicant and arrange a meeting with applicable Township and Agency staff to provide comments on the proposal. A follow-up email will be provided back to the applicant advising what is required for a complete application. If staff is of the opinion that a meeting is not required, staff will send a pre-consultation response email back to the applicant advising what material is required for a complete application.

## **Fees**

Additional financial payments and costs may be required through the processing of an application, including, but not limited to, application fees, recirculation of applications, peer review of materials and/or information, agreements and associated fees. Fees and payments such as park dedication, development charges, payment of outstanding taxes, securities, and Ontario Municipal Board appeals may be required. Please review the Township Fee Schedule By-law for more information.

Additional fees may be required from other agencies. Application fees for the Region of Waterloo and GRCA can be found on their respective websites:

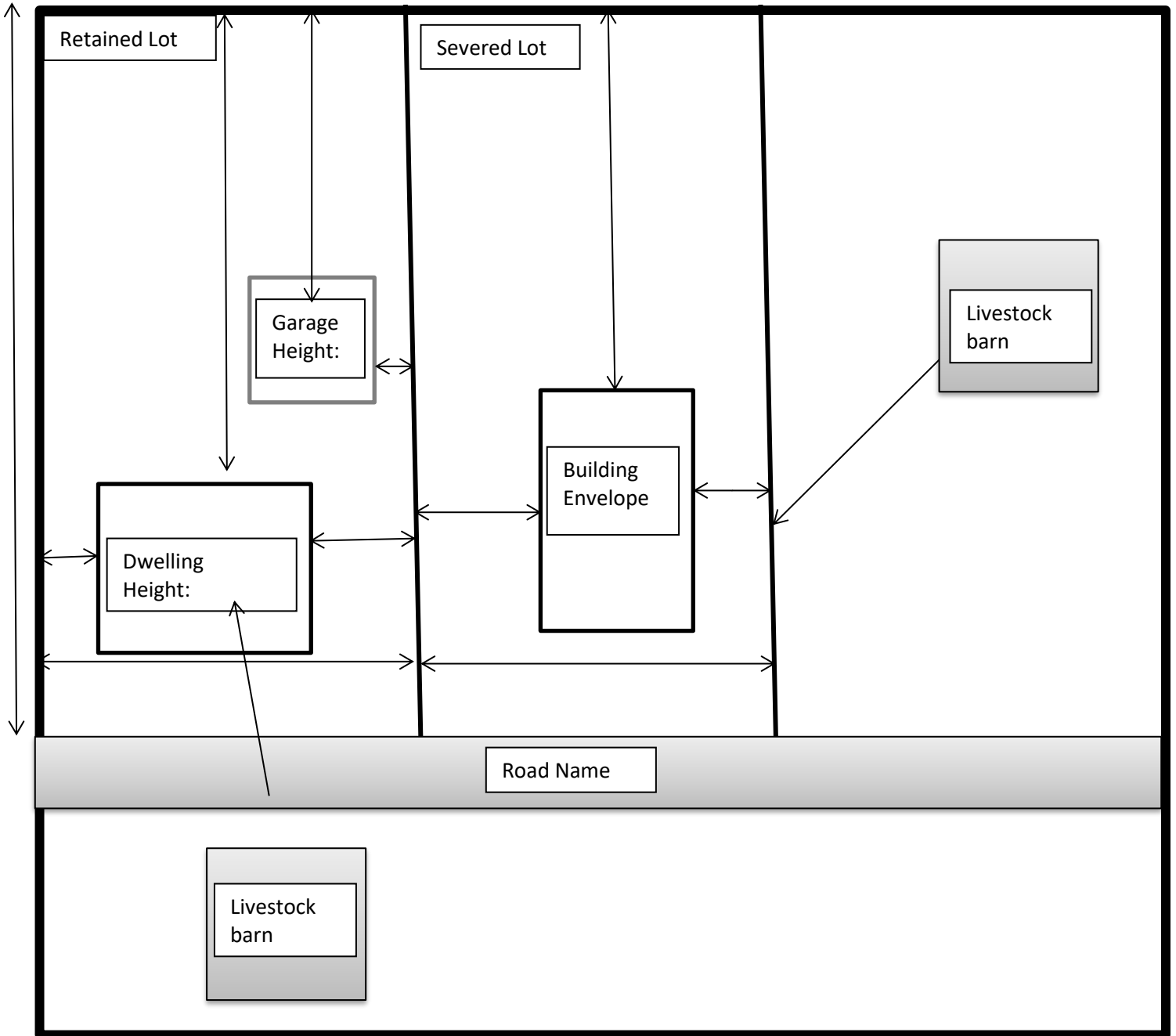
- Region of Waterloo Fees:  
<http://www.regionofwaterloo.ca/en/doingBusiness/DevelopmentApplications.asp>
- GRCA Fees:  
<https://www.grandriver.ca/en/Planning-Development/Planning-Act-review-fees.aspx>

## **CONCEPTUAL SKETCH PLAN REQUIREMENTS**

A detailed plan must be included accurately illustrating the following for the proposal:

- a) location of the subject property in relation to the nearest road or other landmark
- b) boundaries and dimensions of the subject lands
- c) location, size (including height), type of all **existing** buildings, structures, uses and their setbacks from **existing** lot lines, driveways, parking/loading spaces, infrastructure and utilities
- d) location, size (including height), type of all **proposed** buildings, structures, uses and their setbacks from **proposed** lot lines, driveways, parking/loading spaces, infrastructure and utilities
- e) location of natural & artificial features on this lot and abutting lands (e.g. ponds, trees, shrubs, watercourses, valleys, wetlands, woodlands, fences, topography, grades, etc.)
- f) type, location and distance of livestock and manure facilities within 750 m of the subject lands if applicable
- g) existing uses on adjacent lands (e.g. residential, agricultural, aggregate, industrial, commercial, institutional, recreational, parks, etc.)
- h) location, width and name of roads whether private, public (open or unopened)
- i) water access (i.e. dock and parking area)
- j) location and description of easements, rights-of-way and encroachments

### SAMPLE SKETCH (for information only)



1. Property Dimensions and public road access
2. Dimensions and height of all buildings
3. Setbacks from all buildings to all property lines and from other buildings
4. Septic tank and field locations, where applicable
5. Natural features (rivers, trees)
6. Livestock facilities and distances to proposed lot lines

## 2018 PRE-CONSULTATION APPLICATION FORM

### PART A – SITE ADDRESS AND LEGAL DESCRIPTION

Civic Address

Assessment Roll Number

Lot/Block and Concession

Registered Plan  Reference Plan

### PART B – APPLICANT INFORMATION

	Name and Address	Phone / E-mail
<b>Agent</b>	Name: Address: City/Province: Postal Code:	Phone: E-mail:
<b>Applicant</b>	Name: Address: City/Province: Postal Code:	Phone: E-mail:
<b>Registered Owner</b>	Name: Address: City/Province: Postal Code:	Phone: E-mail:

### PART C – SITE DETAILS

Frontage:       Depth:       Area:

Provide the following details for all structures and buildings on the subject property:

Building/Structure	Year Built	Front Lot Line Setback (M)	Rear Lot Line Setback (m)	Side Yard Setbacks (m)	Height (m)

List all matters registered on title affecting the subject land(s), e.g. easements, agreements, restrictive covenants:

**PART D – DESCRIPTION OF DEVELOPMENT PROPOSAL**

Application Type (consent, minor variance, site plan, official plan amendment, zoning by-law amendment):

Describe in detail the proposed development including proposed uses:

Provide details on proposed structures and buildings:

Building/Structure	Lot Width (m)	Front Lot Line Setback (m)	Rear Lot Line Setback (m)	Side Yard Setbacks (m)	Height (m)

List all previous and current development applications affecting the subject land(s) including file numbers and status of applications:

**PART E – LAND USE PLANNING REVIEW:** You must include a Planning Justification Report (unless otherwise directed by Staff) that addresses at a minimum the following criteria:

Land Use Criteria
1. How the proposal conforms to Provincial Policies and Plans (e.g. Provincial Policy Statement, Greenbelt, Growth Plan)? If within a rural area and outside of a Settlement Area, applicants are advised to conduct a detailed policy review to determine if their proposal can be supported by policy.
2. How the lands are designated in the Region of Waterloo Official Plan designations (including land use, environmental, agricultural etc.)? Please demonstrate how the proposal conforms to official plan designations and policies (e.g. lot creation policies)?
3. If the site located within a Source Water Protection Area? The Owner must obtain a Notice of Source Protection Plan Compliance (Section 69 Notice). Notices and more information can be obtained from the Region of Waterloo’s TAPS Website at <a href="http://www.regionofwaterloo.ca/sourceprotection">www.regionofwaterloo.ca/sourceprotection</a>
4. Completion of the Region of Waterloo Environmental Site Screening Questionnaire.

<p>5. How the land is designated in the Township of North Dumfries Official Plan designations (including land use, environmental, agricultural etc.)? Please demonstrate how the proposal conforms to official plan designations and policies (e.g. lot creation policies)?</p>
<p>6. How the proposed development is compatible with the surrounding neighbourhood?</p> <ul style="list-style-type: none"> <li>• Density, scale, height</li> <li>• Massing, visual impact, architectural character</li> <li>• Preservation of natural features</li> <li>• Landscaping, setbacks</li> <li>• Noise, dust, emissions or odours</li> <li>• Traffic generated</li> </ul>
<p>7. The zoning of the subject lands and if the proposal conforms to the Zoning By-law:</p> <ul style="list-style-type: none"> <li>• Zoning Designation</li> <li>• Permitted Uses</li> <li>• Setbacks: Lot Width, Front Yard, Rear Yard, Side Yard, Lot Area, Minimum Floor Area, Height, Accessory Buildings, Parking</li> <li>• General Regulations</li> <li>• Is a Minor Variance Required?</li> </ul>
<p>8. If the existing and proposed development have frontage on a public road? The Township requires all lots to have frontage on a public road. Please explain how the proposal will have frontage on a public road. If an MTO Access Permit is required, please provide written confirmation from MTO that a permit will be granted.</p>
<p>9. If the site regulated by Grand River Conservation Authority? If yes, the Owner is responsible for obtaining all necessary approvals.</p>
<p>10. Existing natural features on or adjacent to the subject lands?</p> <ul style="list-style-type: none"> <li>• Wetlands, forests or trees, fish habitat</li> <li>• Valley lands, erosion hazards, floodplains</li> <li>• Wildlife habitat, endangered or threatened species habitat</li> <li>• Areas of natural and scientific interest</li> <li>• Groundwater recharge areas, headwaters or aquifers</li> <li>• Potential for linkages between existing natural features</li> </ul> <p>How the proposed development will maintain, enhance and protect natural features including natural heritage linkages?</p>
<p>11. If the Guelph District of the Ministry of Natural Resources and Forestry been contacted to determine the potential presence of species at risk?</p>
<p>12. If the subject lands contain or are located within 300 m of any known or potential areas of archaeological resources? Go to the Ministry of Tourism, Culture and Sport (MTCS) website at <a href="http://www.mtc.gov.on.ca/en/archaeology/archaeology_assessments.shtml">http://www.mtc.gov.on.ca/en/archaeology/archaeology_assessments.shtml</a> for screening criteria including a check list. If yes, an Archaeological Assessment to be approved by the MTCS, may be required.</p>

13. If the subject lands contain or are located within 300 m of any known or potential cultural heritage resources? Go to the MTCS website at <http://www.mtc.gov.on.ca/en/heritage/tools.shtml> for screening criteria including a check list. The Township website should be reviewed or staff consulted to determine if the property contains or is adjacent to a property that is on the Municipal Heritage Registry. A Cultural Heritage Impact Assessment (CHIA) may be required, in addition to a Peer Review. The Township Fee By-law should be consulted for CHIA fees.

14. If the application is in the rural area, does the proposal conform to the provincial Minimum Distance Separation Formulae? MDS compliance must be demonstrated by the applicant.

15. Will development hinder access to mineral aggregate resources as designated in the Official Plan? Will development hinder continuation of extraction of existing pits and quarries?

16. Is there an active railway line within 300 m?

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**PART F – REGISTERED OWNER’S AUTHORIZATION**

The registered owner must complete the following, if the owner is not the applicant:

I, we,

being the Registered Owners of the subject lands, hereby authorize,

to prepare and submit this application.

Signature(s): \_\_\_\_\_

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

Note: If the owner is an incorporated company, the Company Seal shall be applied to this form.



**PART G – SWORN DECLARATION**

I hereby swear that the information provided in this application is true.

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

\_\_\_\_\_  
Signature of Owner(s)/Applicant  
(If applicant is signing, owner must complete Part F)

*Personal information contained in this application form is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.*

\_\_\_\_\_

**PART H – TECHNICAL INFORMATION/STUDIES REQUIRED BY THE TOWNSHIP**

In determining the merits of the Planning Act Applications associated with your development proposal, Township staff must be consulted with to determine if any of the following technical documents are required to support the application to be considered as a complete application under the Planning Act.

Required Documentation: <b>(It may be determined during the review of the formal application submission that additional studies or information is required as a result of issues arising during processing of the application. The applicant will be required to provide all technical studies and necessary information in addition to required peer review fees as part of the application at their expense).</b>	
a. Prescribed Application and Fees as per the Planning Act	<input type="checkbox"/> yes
b. Planning Justification Report	<input type="checkbox"/> yes
c. Urban/Civic Design Brief	<input type="checkbox"/> yes
d. Building Elevations and Renderings	<input type="checkbox"/> yes
e. Functional Engineering, Servicing & SWM Report	<input type="checkbox"/> yes
Low Impact Development Brief	<input type="checkbox"/> yes
f. Grading and Drainage Plan	<input type="checkbox"/> yes
g. Sediment/Erosion Control Plan	<input type="checkbox"/> yes
h. Landscaping, Tree Inventory and Preservation Plan (native species to be used in landscaping)	<input type="checkbox"/> yes
i. Clean Water Section 59 Notice	<input type="checkbox"/> yes
j. Hydrogeological Report	<input type="checkbox"/> yes
k. Geotechnical/Soils Report	<input type="checkbox"/> yes
l. Environmental Impact Study	<input type="checkbox"/> yes
m. Floodplain Analysis	<input type="checkbox"/> yes
n. Demarcation of Top of Bank and other GRCA Regulated Areas	<input type="checkbox"/> yes
o. Land Use Compatibility Assessment	<input type="checkbox"/> yes
p. Traffic Impact Analysis	<input type="checkbox"/> yes
q. Noise and Vibration Report	<input type="checkbox"/> yes
r. Record of Site Condition/Environmental Site Assessment	<input type="checkbox"/> yes
s. Agricultural Impact Assessment Report	<input type="checkbox"/> yes
t. MDS Compliance Report including calculations	<input type="checkbox"/> yes
u. Archaeological Assessment	<input type="checkbox"/> yes
v. Heritage Impact Assessment	<input type="checkbox"/> yes
w. Market Feasibility Study	<input type="checkbox"/> yes
x. Financial Impact Analysis	<input type="checkbox"/> yes
y. Draft Policies, Exemptions and/or Schedules	<input type="checkbox"/> yes
z. Other information:	<input type="checkbox"/> yes

**Applicant / Owner / Agent Informed:**

**Date**

**Method Informed by:**

**TND Staff:**

**REGIONAL MUNICIPALITY OF WATERLOO  
ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE**

**This form must be completed by the property owner(s) for all development applications submitted to the Township of North Dumfries on behalf of the Regional Municipality of Waterloo**

1. Location of Subject Lands:

**Municipal Address**

**Legal Description**

2. What are the current uses of the property?

3. Was the subject property ever used for industrial purposes? If YES, please describe approximate dates and types of industry:

4. Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? If YES, please describe approximate dates and types of commercial activity:

5. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If YES, when? If YES, please provide description of waste materials:

6. Have hazardous materials ever been stored or generated on the property (e.g. has registration on the Hazardous Information Network or other permits been required?). If yes, please summarize details.

7. Is there reason to believe that this property may be potentially contaminated based on historical use of this property or an abutting property? If yes, please describe the nature of the suspected contamination.

8. Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?

9. Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize the details.

10. Does the property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details.

11. Does the property have or ever had a septic system?

12. Have any environmental documents been prepared or issued for this property, including but not limited to a Phase 1 environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?

13. Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?

14. DECLARATION OF PROPERTY OWNER(S)

I,  am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information in this questionnaire is true.

**DECLARED before me**  **in the**   
Commissioner of Oath (Print Name) Municipality

This day

\_\_\_\_\_  
Commissioner of Oath (signature) Registered Owner (signature)

*Office Use*

File No.: \_\_\_\_\_