



2019 PRE-CONSULTATION APPLICATION

File No.:

Date Received:

INSTRUCTIONS

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 Township to either support or refuse the application. Comments provided during pre-consultation are preliminary and based on the information submitted for review at that time. Comments provided are unable to incorporate any public consultation.

Early consultation with neighbours is encouraged to identify and/or resolve potential concerns.

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. 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 or due to new policies, legislation or regulations.

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 municipal legislation and policies (e.g. provincial policy, official plans, zoning by-law). Any pertinent information should be reflected in the application form.

Additional financial payments and costs may be required through the processing of an application, including, but not limited to, peer review of materials and/or information, agreements and associated fees. Fees and payments such as parkland dedication (or cash-in-lieu), development chargers, payment of outstanding taxes, securities, and road improvements may be required.

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.

Additional applications to other public agencies and governments including, Provincial, Regional, Conservation Authority, and/or other Township Departments, may be necessary depending on the nature of the application.



Submission Checklist for Application

- Township of North Dumfries Application Fee(s) of \$300
- Electronic pdf copy (email/USB stick) of all forms, technical reports, legal documents
- Cover letter outlining details of proposal
- One (1) Original Application Form with original signature(s)
- Please contact Planning Staff to determine if additional hard copies are required
- Agent Authorization: If the applicant is not the owner, the owner's written authorization to the applicant to make the application is required
- Affidavit or sworn declaration by the applicant that the information provided by the applicant is accurate
- Site Plan / Drawings (see detailed drawing requirements below):
 - Context Plan illustrating both the subject lands and the adjacent lands
 - Site Plan as requirements outlined below showing the property subject to the proposal
 - For site plan pre-consultation, the above plus grading, elevation, and landscape concept
- Any supporting technical information or studies that may assist in the review:
 - Planning Justification Report
 - Hydrogeological
 - Engineering Drawings, Stormwater Management Plan
 - Urban Design Brief, Landscape, and Elevation Drawing(s)
- 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>)

Drawing Requirements

Drawing(s), showing the following information, in metric units:

- Drawing(s) must clearly illustrate what is proposed. Drawing(s) must clearly distinguish what is proposed from existing buildings, structures, and features.
- The boundaries and dimensions of the subject land. If applicable, the part that is to be severed and the part that is to be retained (or in the case of an easement the part that is subject to the easement).
- The boundaries and dimension of any land owned by the owner of the subject land and that abuts the subject land.
- The approximate location of all existing natural and artificial features (for example, buildings, parking, railways, roads, watercourses, drainage ditches, banks of rivers, wetlands, wooded areas, wells and septic tanks, livestock facilities) including dimensions and setbacks from lot lines that:
 - Are located on the subject land and on land that is adjacent to it, and
 - In the applicant's opinion, may affect the application
- The location of proposed buildings, structures, parking, wells, septic tanks, stormwater management facilities, fire routes, and fire supply. Dimensions and setbacks must be included. Proposed removal of any buildings, structures or natural features (e.g. trees).
- The location and name of any roads, within or abutting the subject land, including whether it is an unopened road allowance, a public travelled road or a right of way.
- The location and nature of any easement affecting the subject land.



Procedure

The procedure to process a Pre-Consultation Application is as follows:

- Planning staff review the application for its completeness and accuracy
- Planning staff prepare a circulation to other departments and agencies
- Planning staff will review the proposal to determine whether a meeting with the applicant and review agencies is necessary. If the proposal does not conform with planning policy, the applicant will be informed in writing and a meeting with review agencies may not be scheduled. If staff determine that a meeting is necessary, a meeting will be scheduled at the earliest possible date based on scheduling availability.

Please note that the Township does not have a regular meeting schedule. It should also be noted that meeting are difficult to schedule during the months of July and August. As a result applications may be delayed if submitted during this time period.

Collection of Personal Information

Personal information on the following forms and any supporting documentation is collected under the authority of the Planning Act and will be used by the Planning Department in the processing of the application. The information may be used by other departments and agencies for the purpose of assessing the proposed consent. This information may also be released to the public.



PRE-CONSULTATION APPLICATION FORM

Date of Application

Type of Planning Application (check all that apply)

Official Plan Amendment Site Plan Plan of Subdivision

Zoning By-law Amendment Consent Plan of Condominium

PART A – SITE ADDRESS AND LEGAL DESCRIPTION

Civic Address

Assessment Roll Number(s)

Lot/Block and Concession

Registered Plan

Reference Plan

PART B – APPLICANT INFORMATION

	Name and Address	Phone / E-mail
Registered Owner	Name: Address: City/Province: Postal Code:	Phone: E-mail:
Applicant/ Agent	Name: Address: City/Province: Postal Code:	Phone: E-mail:
Mortgagees, Holders of Charges or Other Encumbrances	Name: Address: City/Province: Postal Code:	Phone: E-mail:
Solicitor if Applicable	Name: Address: City/Province: Postal Code:	Phone: E-mail:



PART C – DESCRIPTION OF DEVELOPMENT PROPOSAL

Describe in detail the proposed development including proposed uses:

Are there any easements or restrictive covenants affecting the subject land?

If yes, describe it and its effect.

Please describe the subject lands by providing the following information:

Parcel Data	Description
Lot Width (m)	
Lot Depth (m)	
Lot Area (sq m or hectares)	
Side Yards (m)	
Minimum Side Yards (m) required in Zoning By-law	
Rear Yard (m)	
Minimum Rear Yard (m) required in Zoning By-law	
Building front line setback (m)	
Minimum building front line setback in Zoning By-law	
Existing land uses Include separate sheet or provide on sketch if there are more buildings	Primary Use: Date of Construction: Setback Front Lot Line: Setback Rear Lot Line: Setback Side Lot Lines: Height from Established Grade:



	Secondary Use: Date of Construction: Setback Front Lot Line: Setback Rear Lot Line: Setback Side Lot Lines: Height from Established Grade:
Proposed land uses Include separate sheet or provide on sketch if there are more buildings	Proposed Use: Setback Front Lot Line: Setback Rear Lot Line: Setback Side Lot Lines: Height from Established Grade: Additional Use: Date of Construction: Setback Front Lot Line: Setback Rear Lot Line: Height from Established Grade:
Type of vehicle access	<input type="checkbox"/> provincial highway <input type="checkbox"/> municipal road <input type="checkbox"/> right-of-way <input type="checkbox"/> water access
Water service	<input type="checkbox"/> municipal watermain <input type="checkbox"/> communal source <input type="checkbox"/> well <input type="checkbox"/> cistern <input type="checkbox"/> other
Sanitary service	<input type="checkbox"/> municipal sewer <input type="checkbox"/> communal system <input type="checkbox"/> septic system <input type="checkbox"/> holding tank <input type="checkbox"/> other
Storm drainage is provided by	<input type="checkbox"/> sewers <input type="checkbox"/> ditches <input type="checkbox"/> swales <input type="checkbox"/> other



PART D - LAND USE PLANNING

Land Use Criteria	Description
1. How are the subject lands designated in the Township of North Dumfries Official Plan (include all Schedules, e.g. land use, greenlands network, water source protection, agricultural)?	
2. Does the application conform to the Township Official Plan (e.g. lot creation, land use compatibility policies, cultural heritage)? Explain.	
3. Does the proposal conform to the Regional Official Plan designations and policies (e.g. lot creation policies)? Explain.	
4. Does the application conform or conflict with provincial plans (e.g. Growth Plan)? Explain.	
5. Is the proposal consistent with the Provincial Policy Statement? Explain.	
6. Is the site located within a Source Water Protection Area? The Owner must obtain a Notice of Source Protection Plan Compliance (Section 69 Notice), available on the Region's Website at www.regionofwaterloo.ca/sourceprotection	
7. Has the Region of Waterloo Environmental Site Screening Questionnaire been completed?	



<p>8. How is the proposed development compatible with the surrounding neighbourhood?</p> <ul style="list-style-type: none">• Density, scale, height• Massing, visual impact, architectural character• Preservation of natural features• Landscaping, setbacks	
<p>9. What is the zoning of the subject lands and does the proposal conform to the Zoning By-law? If not, a minor variance may be required.</p>	
<p>10. Do the existing and proposed lots have frontage on a public road?</p>	
<p>11. Is the site regulated by Grand River Conservation Authority? If yes, the Owner is responsible for obtaining all necessary approvals.</p>	
<p>12. Are there any natural features on or adjacent to the subject lands?</p> <ul style="list-style-type: none">• Wetlands, forests, trees, fish habitat• Valleys, erosion hazards, floodplains• Wildlife habitat, endangered or threatened species habitat• Areas of natural and scientific interest• Groundwater recharge areas, headwaters or aquifers• Potential for linkages between existing natural features <p>How will the proposal maintain, enhance and protect natural features including natural heritage linkages?</p>	
<p>13. Does the subject land contain or is it located within 300 m of any known or potential areas of archaeological resources? Please use screening checklist from Ministry of Tourism, Culture and Sport (MTC) website at http://www.mtc.gov.on.ca/en/archaeology/archaeology_assessments.shtml. If yes, an Archaeological Assessment may be required.</p>	



14. Does the subject land contain or is it 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/tols.shtml for screening criteria check list.	
15. Do the subject lands contain or adjacent to a property that is listed or designated on the Municipal Heritage Registry or within the Greenfield Heritage Conservation District?	
16. If the application is in the rural area, does the proposal conform to the provincial Minimum Distance Separation (MDS) Formulae? MDS compliance must be demonstrated by the applicant.	
17. 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?	
18. Is there an active rail line within 300 m?	

Status of Current and Other Applications under the Planning Act

Are the subject lands or have the subject lands ever been the subject of an application for a Plan of Subdivision, Zoning Amendment, Minor Variance or Consent under the Planning Act? If yes, please list File No.(s) and decisions.

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PART E – AUTHORIZATION

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 F – AFFADAVIT OR SWORN DECLARATION

Affidavit

I hereby authorize the members of the Township of North Dumfries Committee of Adjustment, members of the staff of the Township of North Dumfries and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

I, _____ of the _____
(owner, applicant, agent) (township, city)

of _____ in the Province of Ontario

Solemnly declare that:

All of the statements outlined in this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the _____ of _____
(township, city)

in the Province of Ontario this _____ day of _____ 20_____.

Signature of Owner or Authorized Agent

_____ a Commissioner, etc.
Stamp

Sworn Declaration

I hereby solemnly declare that all of the information provided in this application is true.

Date Submitted

Signature of Owner(s)/Applicant



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 of 20

Commissioner of Oath (signature)

Registered Owner (signature)

Office Use

File No.: _____