



APPLICATION TO PRESENT TO THE DEVELOPMENT REVIEW TEAM

PRE-CONSULTATION

Any person wishing to submit an application for site plan control or subdivision (as well as major Zoning by-law or Official Plan amendments) is required to attend a pre-consultation meeting with the Infrastructure and Planning Department and members of various departments. The meetings occur on Tuesday mornings. Please submit a completed application form preliminary site plan and a list of questions you would like to ask the Development Review Team in order to set up a time to review the project.

If you have any questions regarding your application, please feel free to contact the Infrastructure and Planning Department by telephone at 613-446-6022, or email clemay@clarence-rockland.com.

Section 1 – Background Information

Site address or location:

For any and all previously approved, and concurrent development application(s), please list application numbers:

File Number:

Applicant/Agent Information :

Name: _____

Contact person (if applicant is a corporation): _____

Mailing Address: _____

Telephone Home: _____ Work: _____ Cell: _____

Email: _____

Owner Information :

Same as above

Name: _____

Contact person (if owner is a corporation): _____

Mailing Address: _____

Telephone Home: _____ Work: _____ Cell: _____

Email: _____

Type(s) of development application being requested *(select one or more of the following):*

- | | |
|--|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Plan of Subdivision |
| <input type="checkbox"/> Zoning By-law Amendment | <input type="checkbox"/> Amendment to the Official Plan |
| <input type="checkbox"/> Plan of condominium | <input type="checkbox"/> Not sure |

Description of the Subject Property

Please include all applicable information.

Civic Address: _____

Lot: _____ Concession: _____ Geographic Township: _____

Reference Plan Number: _____ Part(s): _____

Subdivision Plan Number: _____ Lot/Block: _____

Roll Number: _____

Lot area: m² ft² Lot depth: m ft Width/frontage: m ft

What is the current use of the land?

<input type="checkbox"/> Residential	<input type="checkbox"/> Vacant
<input type="checkbox"/> Commercial	<input type="checkbox"/> Institutional
<input type="checkbox"/> Mixed use	<input type="checkbox"/> Industrial
<input type="checkbox"/> Agricultural	

Describe the current building(s) that exist on the subject property:

Describe the current land uses on the subject property:

Section 2 – Details of the Proposal

a) Please describe the proposal:

Is a drive-through being proposed? Yes No

Is the project part of a phased development? Yes No

b)A) If you are planning on building residential (number of units, type, height):

2. B) If you are planning on building non-residential (number of units, type, height):

c) Will the proposed land use generate stationary noise (heating, ventilating and air conditioning (HVAC) equipment, rotating machinery, generators, etc.)?

*(*note: Additional stationary noise sources and facilities known to generate stationary noise can be found in the Ministry of Environment, Annex to Publication LU-131)*

- Yes No Unknown

d) What is the total number of parking spaces proposed? _____ spaces

The number of parking spaces required can be found in the Zoning By-law.

e) Describe land uses surrounding the subject property:

North:

South:

East:

West:

f) Are there trees on the subject property?

- Yes No

If yes, please describe (number, type):

7. Will the public roadway be modified as a result of the proposal?

- Yes No Unknown

8. Will a road cut be required?

(example: for a connection to municipal services)

- Yes No Unknown

9. Does the site have direct access to a public road that is maintained year round?

- Yes No Unknown

10. Do any easements, rights of way or restrictive covenants affect the land?

- Yes No Unknown

If yes, please describe :

11. Has this land ever been subdivided previously by a plan of subdivision (Planning Act, Section 51) or by consent (Planning Act, Section 53)?

- Yes No Unknown

If yes, please explain :

If known, please describe the historical land uses :

12. If this is a residential proposal, is it near an active farm operation?

- Yes No Unknown

13. Proximity to a watercourse (includes designated and non-designated municipal drains).

- a) Is there a watercourse located on or near the site? Yes No Unknown

If yes, what is the watercourse's name? _____

- b) Is there a municipal drain located on or near the site? Yes No Unknown

If yes, what is the municipal drain's name? :

14. Availability of water, sewer, wastewater and stormwater services.

- a) Will the proposal include on-site sewage system (septic system/holding tank)?

- Yes No Unknown

- b) Will the proposal include private individual wells?

- Yes No Unknown

c) Is the land currently serviced by an on-site sewage system or private water well?

Yes No Unknown

d) Are new urban services being proposed?

Yes No Unknown

e) Is stormwater management being proposed?

Yes No Unknown

f) Do the following services front onto the site?

Water Yes No Unknown

Storm sewer Yes No Unknown

Sanitary
Sewer Yes No Unknown

g) Do the services present have adequate capacity for the proposed development?

Yes No Unknown

Section 3

- The applicant requests that the information submitted on this form be kept confidential. It is understood, however, that an access request may be filed under the Municipal Freedom of Information Act, R.S.O. 1990, c.M.56, as amended, and information may be subject to release, notwithstanding the request to keep information confidential.
- I certify that, to the best of my knowledge, the information contained in this form is accurate and complete.

Signature of owner/applicant

Signature of owner/applicant

Date (dd/mm/yyyy):

Personal information contained in this form is collected pursuant to Section 1.0.1 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended. The information will be used for the purpose of administering the City of Clarence-Rockland's pre-consultation process on development applications, and for the creation of a Study and Plan Identification List for Applicants. Questions about this collection can be directed to the Director of Infrastructure and Planning of the City of Clarence-Rockland.

REQUIREMENTS FOR THE MEETING

Requirements:

- Site Plan electronically submitted the Thursday before the meeting.
- Applicant's list of questions to the Development Review Team electronically submitted the Thursday before the meeting.

Submitting a list of questions in advance allows the members of the review team to conduct the research necessary to provide complete answers at the meeting.

The plan prepared for the pre-consultation meeting must include:

- location (lot lines, main intersection),
- lot area,
- proposed use(s),
- all existing and proposed buildings and structures,
- loading spaces and parking spaces and layout (including number of accessible spaces),
- building area (gross floor area),
- number of units, number of storeys,
- natural features affecting the site,
- landscaped areas and proposed features,
- proposed access/driveways,
- preliminary proposed servicing details (sanitary, water, storm),
- building elevation drawings may also be submitted, if available.

Once we receive the application, you will be contacted to confirm the date and time of your meeting with the review team.

Before the meeting, all members of the team will receive a description of the proposed project as well as the plans that have been submitted. At the meeting, the applicant must give a brief presentation of the project (5-10 minutes). The members of the Review Team will then introduce themselves, answer your questions, and provide any other comments in a round-table.

After the meeting, you will receive a copy of the meeting minutes, a list of contact people with whom you may communicate for the next steps, the application form(s) required, and the process guide(s) for the development application(s) to be submitted.