

# THE CORPORATION OF THE COUNTY OF DUFFERIN

## BY-LAW NO. 2019-04

### A BY-LAW TO REQUIRE PRE-CONSULTATION ON PLANNING ACT APPLICATIONS IN THE COUNTY OF DUFFERIN. (Pre-Consultation By-Law)

WHEREAS Section 22(3.1) and 51(16.1) of the *Planning Act* enable the County and local municipalities to require pre-consultation;

AND WHEREAS a person or public body may be required to consult with the local municipality and the approval authority, in addition to the applicable Conservation Authority and the Niagara Escarpment Commission, where required, prior to submitting a formal application to amend the County Official Plan, local municipal official plan or zoning by-law, or files an application for approval of a draft plan of subdivision/condominium, consent or minor variance;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN ENACTS AS FOLLOWS:

#### DESIGNATED AREA

1. THAT all lands within the municipal boundaries of the County of Dufferin are subject to this By-law.

#### PURPOSE

2. THAT the purpose of such pre-consultation meetings will be to review a draft development proposal for the lands affected by the proposed applications and to identify the scope of additional supporting information or material required by the County of Dufferin and/or other affected agencies to allow full consideration of the development application.

#### PRE-CONSULTATION

3. THAT any person or public body intending to file an application to amend the County of Dufferin Official Plan is hereby required to consult with the Department of Planning, Economic Development and Culture before submitting such an application through a formal pre-consultation meeting;
4. THAT any person or public body intending to file an application to amend a local municipal official plan or zoning by-law, or files an application for approval of a draft plan of subdivision/condominium, consent or minor variance may be required to consult with the County's Department of Planning, Economic Development and Culture as well as the local municipality.

5. THAT the Township shall not accept any application for which a person or public body has not consulted with the Department of Planning, Economic Development and Culture as required under paragraph 3 above.

**FEE**

6. THAT a fee in the amount of \$200 is required to be paid to the County by the applicant at time of a formal pre-consultation application (application is attached as Schedule A);

7. THAT Council reserves the right to adjust the pre-consultation fee without amending this By-law;


**DELGATION OF AUTHORITY**

8. THAT Council hereby delegates to the County's Planning, Economic Development and Culture Department the authority to conduct pre-consultation;

READ a first, second and third time this 10<sup>th</sup> day of January, 2019.



Darren White, Warden



Pam Hillock, Clerk

**For Office Use Only**

File Number:	<hr/>		
Roll Number(s):	<hr/>		
Application Fee:	<hr/>		
Application Received:	<u>DD/MM/YYYY</u>	Application Deemed Complete:	<u>DD/MM/YYYY</u>

**Section One: General Information****Pre-consultation Procedure**

The County of Dufferin requires applicants to meet with the County's planning staff prior to submitting an application under the *Planning Act*. Pre-consultation meetings are hosted by the County and are required to be attended by the applicant or their representative(s). The pre-consultation meeting allows the applicant and/or their representative(s) to present and discuss the development proposal with relevant staff, and also allows staff to clarify the application process, provide preliminary comments on the proposal, identify any key issues and the approvals that will be required, as well as determine which technical studies and supporting information/materials must be submitted with the planning application in order to be considered a complete application under the *Planning Act*.

**Timing and Required Information**

Complete and return the pre-consultation request and the supporting material to:

County of Dufferin – Attention Jenny Li, Planning Co-ordinator  
55 Zina Street, Orangeville, Ontario L9W 1E5

Upon receipt of a completed Pre-Consultation Application form and all required/supplementary information, the County will schedule a pre-consultation meeting involving the applicant, local municipal and County planning staff, and other relevant agencies where necessary. Subsequent to a pre-consultation meeting, the County will provide the applicant and/or owner with a signed Record of Pre-consultation. The Record will contain a list of information and materials that will be required to process the subject application(s) and meet the requirements of a complete application under the *Planning Act*.

**Section Two: Application Information****1. Property Owner's Information**

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**2. Agent/Applicant Information**

(name of person to be contact about the application, if different from the owner)

Name of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**3. Authorization Form**

The Owner(s) formal authorization permitting the applicant to make this application on the Owner(s) behalf to the County of Dufferin.

I/We \_\_\_\_\_, the owner(s) of the property

subject of this application, hereby authorize \_\_\_\_\_

to make this application on my/our behalf to the County of Dufferin.

Witness: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

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

**Section Three: Subject Property****1. Location of the Subject Land**

Street Name and Number: \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Parcel/Pin No.: \_\_\_\_\_

Concession and Lot Number: \_\_\_\_\_

Street Name and Number: \_\_\_\_\_

Lot Area (sq. m. or ha): \_\_\_\_\_ Lot Frontage (m): \_\_\_\_\_

**Section Four: Property Information****1. Describe the Current Land Use(s) on the Property:**

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**2. Current Official Plan Designation**

Current Official Plan Designation: County OP: \_\_\_\_\_

Local OP: \_\_\_\_\_

Does the proposed use comply with the existing Official Plan designation(s)?

Yes: No: 

If No, explain the amendment(s) required:

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**3. Easements and Encumbrances**

Are there any encumbrances on the property?

Yes: No:

If Yes, please list:

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## Section Five: Property Description

### 1. Existing Property Description

Describe the current buildings or structures on the property and the natural features and vegetation on the property and adjoining property: (Should further space be required for responses, or to provide additional information to assist staff in considering the proposal, please provide by attachment).

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### 2. Proposed Development Description

Provide a detailed description of the proposed development: (Should further space be required for responses, or to provide additional information to assist staff in considering the proposal, please provide by attachment).

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**Section Six: Authorization****1. Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the municipality of \_\_\_\_\_  
make an oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.  
Sworn (or declared) before me at the \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_

**2. Permission to Enter Property**

I/We, \_\_\_\_\_ Hereby authorize the members of the  
Committee of Adjustment, members of the staff of the County of Dufferin and designated  
consultants to enter onto the above noted property for the limited purposes of evaluating the  
merits of this application over the time this application is under consideration by the County of  
Dufferin.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

**3. Information Authorization of the Owner**

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

\_\_\_\_\_ am the owner of the land that is subject to this application  
for approval of a *Planning Act* application and for the purposes of the *Freedom of Information  
and Protection of Privacy Act*, I authorize \_\_\_\_\_  
as my agent for this application, to provide any of my personal information that will be included  
In this application or collected during the processing of the application.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_