



Town of Whitby
575 Rossland Road East
Whitby, Ontario
L1N 2M8

**Planning and Development
Department**
www.whitby.ca
planning@whitby.ca

Mandatory Pre-Consultation Request Form

A pre-consultation meeting is **required** prior to the acceptance of an application for an Official Plan Amendment, Zoning By-Law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium and for Site Plan Approval. A meeting may be required for Part Lot Control, Land Division, and Committee of Adjustment applications at the discretion of the Planning and Development Department. The pre-consultation meetings are hosted by the Planning and Development Department and may include representatives from various Town Departments or external agencies, as required.

The pre-consultation meeting allows the applicant and/or their authorised representatives to present and discuss the development proposal with relevant Staff, and provides Staff with the opportunity to clarify the application process. The meeting also allows Staff to provide preliminary comments on the development proposal, identify any key issues, comment on the approvals that will be required, and confirm the supporting information/materials that must be submitted with the planning application in accordance with the Town of Whitby's Official Plan policies, to be considered a complete application under the Planning Act.

Submission Requirements

Prior to meeting with Town Staff, the applicant shall submit the following documents:

- Completed Pre-Consultation Request Form (attached);
- A conceptual Site Plan in PDF format or 15 hard copies, with all measurements indicated in metric which illustrates the following:
 - Location of property (including property dimensions);
 - Use of adjoining lands;
 - Location of existing and proposed structures and features, including:
 - Pedestrian and vehicular access (including adjacent accesses and intersections);
 - Parking and circulation;
 - Location/names of all road allowances, rights of way, streets or highways;
 - Restrictive covenants or easements affecting the subject land;

- Location of all existing trees and vegetation, watercourses, drainage ditches, slopes and natural features (and location of any of these features on adjacent lands which may affect the applications); and
- Services and utilities (including the location of connections at property line)
- Landscape Plans and Building Elevations (if applicable);
- Other relevant information, as appropriate, to assist Staff in understanding the proposal¹; and,
- Pre-Consultation Meeting fee in the amount of \$563.75 made payable to the Town of Whitby².

¹ Prior to or at the time of the scheduled pre-consultation meeting, Staff may require hard copies of any drawing to be provided by the applicant.

² The pre-consultation meeting fee is reflective of the current rate and is subject to change without prior notice. The fee shall be provided with the completed pre-consultation request form.

Timing and Required Information

Complete and return the Pre-consultation Request Form, supporting submission materials, and fee to the Planning and Development Department. Upon receipt of a completed Pre-consultation Request Form and all required/supplementary information, Town Staff will schedule a pre-consultation meeting between the applicant/agent and the relevant Town/agency Staff. Town Staff will ensure that the appropriate agencies and Staff are invited to the pre-consultation meeting. Your submission will allow Staff/agencies the opportunity to prepare for and gather any information necessary to properly consider the proposal in the context of Local, Regional, Provincial and agency policies, guidelines and professional opinions, and make appropriate recommendations at the pre-consultation meeting.

After the pre-consultation meeting, Town Staff 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 applications. The Record of Pre-Consultation must be submitted with the application along with all of the required information and materials to be considered a complete application. The Record of Pre-consultation may expire within 12 months of the meeting, and should this occur a further meeting may be required subject to the discretion of the Planning and Development Department.

Registered Owner Contact Information

Name: _____

Principal (If Owner is a company name): _____

Address: _____ Postal Code: _____

Phone: _____ Ext: _____

Email: _____

Applicant/Agent Contact Information

Name: _____

Principal (If Owner is a company name): _____

Address: _____ Postal Code: _____

Phone: _____ Ext: _____

Email: _____

Owner's Authorization to Hold a Pre-Consultation Meeting:

Signature: _____ Date: _____

Type of Application(s)

a. This is a Pre-Consultation Meeting Request for the following (check all items that apply):

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision

Draft Plan of Condominium

Site Plan Approval

Unknown

b. Have you had any previous discussions/meeting with the Planning and Development Department with respect to this proposal?

Yes

No

Unknown

If yes, who have you consulted with? _____

c. Has this property been, or is currently subject to any other applications under the Planning Act?

Yes

No

Unknown

If yes, please list the applicable file number(s): _____

Description of Property

Municipal Address: _____

Assessment Roll Number: _____

Legal Description: _____

Lot Area (Square Metres): _____

Lot Frontage (Metres): _____

Existing Land Use: _____

Proposed Land Use: _____

Existing Official Plan/
Secondary Plan Designation: _____

Existing Zoning Designation: _____

Proposal Details

Provide a detailed description of the proposed development application; including but not limited to the nature of the development, number of proposed units, types of uses, size of any proposed buildings or additions, amendments to Official Plan policies or Zoning By-law provisions, tenure, and any other information that may be pertinent to the proposal. If additional space is required, please attach a separate page to this application form.

Declaration

By submitting this form, I agree to allow the Town of Whitby, its employees and agents to enter the subject property for the purpose of conducting visual surveys that may be necessary to process this request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or re-grade the site during the processing of this request.

If the owner is not the applicant, the owner's authorization must be provided.

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Owner, Applicant, or Authorized Agent Name (Please Print)	Signature of Owner, Applicant, or Authorized Agent
Date: _____	
Pre-Consultation Meeting Request Accepted By (For Staff Use Only):	
Name: _____	Date: _____

Guidelines for the Role of Council Members in the Public Planning Process

1. Council Members shall not conduct themselves in a manner that would undermine Council's role as the legislated decision-making body for planning applications.
2. Council Members shall not make promises or take firm, absolute stances regarding a planning application that is currently being considered by the Town and where Council has not yet received staff's professional planning opinion.
3. Council Members shall avoid becoming an advocate for either the developer or the public at any developer community meetings – no matter how strongly they may feel for or against a planning application – as it will undermine Council's decision-making ability when they formally consider the planning application.
4. Wait until all input and feedback is received before providing a public position on a planning application. A Council Member's position can be provided after the recommendation report from Town Planning staff is presented to Committee/Council.
5. During developer community meetings, Council Members are encouraged to listen and take notes, and Council Members must keep an open mind about the planning application.
6. Council Members may engage the developer and the public by asking questions about the development proposal or resident concerns, but it should be made clear (if questioned) that a Council Member has not made a decision on the matter.
7. Care should be exercised when engaging with various parties through social media regarding a development proposal. A quick response or comment that was intended to be private can easily be shared with a wide audience. It is very easy for comments to be taken out of context, to be used later against the Council Member or the Town. When communicating with the public on social media, Council Members should think carefully before typing and posting comments, and keep in mind their role as legislative decision makers of planning applications. Similar consideration should be given when commenting to the media.
8. Given the evolving position of the Information and Privacy Commissioner of Ontario regarding the disclosure of Council Member communications while conducting municipal business, Council Members should be aware that their communications with the developer and residents through a Town-controlled email server may be the subject of public disclosure if there is a freedom of information request.