

Pre-Consultation Form

The Corporation of the Town of Whitby

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

Telephone: 905.430.4306

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Mandatory Pre-Consultation Request Form

A pre-consultation 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 pre-consultation 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 request is circulated electronically by the Planning and Development Department and may include representatives from various Town Departments or external agencies, as required.

The pre-consultation process will be comprised of two stages:

Stage 1: Preliminary Pre-Consultation for the purpose of identifying information and materials required for a complete application. A review fee will be required at this Stage 1. Minor (**\$1,500.00**) Major (**\$3,500.00**)

Stage 2: Pre-Submission Review of the supporting information and materials identified at Stage 1. Further revisions may be required to the supporting documents. A review fee will be required at Stage 2. (**\$7,500.00** (Optional (fees paid to be credited towards formal application)))

Submission Requirements

Stage 1: Preliminary Pre-Consultation

The applicant shall submit the following documents for Stage 1:

- Completed Pre-Consultation Request Form;
- A draft plan of subdivision if applicable and any supporting documents in PDF format;
- A conceptual Site Plan in PDF format, 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)
- Whitby Green Standard Draft Sustainability Rationale and Draft Site Plan or Subdivision Checklist (information and template available here:

<https://www.whitby.ca/en/work/whitby-green-standard.aspx>

- Landscape Plans, Building Elevations and Photometric Plan; and;
- Other relevant information, as appropriate, to assist Staff in understanding the proposal.

Staff may require hard copies of any drawing to be provided by the applicant.

Stage 2: Pre-Submission Review

The applicant shall submit the information and materials identified during Stage 1, for circulation and review by commenting agencies and department staff.

The pre-consultation 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 circulate the pre-consultation request between the applicant/agent and the relevant Town/agency Staff. 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.

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 development applications. The Record of Pre-Consultation must be submitted for the Stage 2 pre-submission review in advance of any formal applications being submitted, along with all of the required information and materials. The Record of Pre-consultation will expire within 12 months, and should this occur a further circulation and fee 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:

Signature: _____ Date: _____

Type of Application(s)

a. This is a Pre-Consultation 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: _____

Designated under Ontario Heritage Act/ Listed on Municipal Heritage Register:

Yes []

No []

Unknown []

Within the Oshawa Airport Zoning Regulation Area?

Yes []

No []

Unknown []

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.

Owner, Applicant, or Authorized Agent Name (Please Print)	Signature of Owner, Applicant, or Authorized Agent
Date:	
Pre-Consultation 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.