

The Town of Bradford West Gwillimbury **REQUIRES** all Applicants to pre-consult with Town staff prior to the submission of an application for Site Plan Control/Amendment to Existing Registered Site Plan.

All applicable portions of the attached Pre-consultation Application Form must be completed. Please check the application type(s) for which you are requesting pre-consultation. The application for which the Pre-consultation Request is being made is at the discretion of the Applicant.

To deem an application complete, the following information is required:

- Complete and signed application form (paper or digital);
- Development Proposal Summary Letter;
- Required fee; and
- Digital copy in PDF format of all concept plans in one of the following formats:
  - Via email to [plandev@townofbwg.com](mailto:plandev@townofbwg.com) if total size of file is under 5 megabytes; or
  - Via properly formatted memory stick; or
  - Via dropbox.com or any other standard Cloud file manager with a username and password provided for staff.

The application will not be circulated for review and a technical meeting will not be scheduled until the application is deemed complete by staff.

Once a complete application has been received, the submission will be circulated to internal departments and public commenting agencies, as applicable. Within approximately eight (8) weeks of the Complete Application Date, a one hour Technical Review meeting will be scheduled at the Town of Bradford West Gwillimbury offices located at 305 Barrie Street, Bradford, Ontario, L3Z 2A9. Various Town departments and external agencies will participate in the meeting (on an as needed basis) including: Planning, Engineering and the Conservation Authority, as applicable. The Applicant will be contacted by telephone or e-mail message advising of the date and time of the meeting. The Applicant and any necessary consultants are required to attend the meeting.

The Pre-consultation process allows the Applicant to present the application and concept plans to the Town and give Town staff the opportunity to:

- Clarify the application process;
- Identify key issues and provide preliminary written comments;
- Identify and confirm the necessary plans, supporting studies and any other information that would be required for a **Complete Application** at such time as formal submission is made.
- The Town will complete a Town of Bradford West Gwillimbury Complete Application Checklist to be provided to the Applicant at the Technical Review meeting or approximately eight (8) weeks from the Complete Application Date if a Technical Review meeting is not required.
- **The Pre-Consultation Application requires the submission of a set of Concept Plan(s)** in accordance with the Concept Plan Requirement Checklist outlined in the included Pre-Consultation Application Form.

**Note:** For reference, the Town of Bradford West Gwillimbury Official Plan, Zoning By-law, Urban Design Guidelines, Engineering Design Criteria Manual and other planning related documents are available on the Town's website at <http://www.townofbwg.com/twnsrv/Planning>.

Should you have questions regarding the filing of your Pre-consultation Application, please contact the Community Planning Division at (905)778-2055 x 1400.

**Gwillimbury**

305 Barrie St, Unit 2  
P.O. Box 419, Bradford, Ontario, L3Z  
2A9

Telephone: 905-778-2055

Fax: 905-778-2070

www.townofbwg.com

**PRE-CONSULTATION REQUEST FORM – SITE PLAN APPROVAL**

Fee \$ 3,200.00

Note: This is a flat, non-refundable fee.

***NOTE: Payment of application fees can be made by Cash, Cheque, Credit Card or Debit only.***

***Applications submitted digitally will not be processed until payment is received.***

**APPLICANT INFORMATION**

**Registered Owner** \_\_\_\_\_

Tel. No \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Fax No. \_\_\_\_\_

Owner's Authorization Letter (please attach if applicant is not owner).

**Name of Applicant** \_\_\_\_\_

Tel. No \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Fax No. \_\_\_\_\_

**Signature of Registered Owner/Applicant** \_\_\_\_\_

I have examined the contents of this application and concept plan submitted and certify that the information provided is correct and true to my knowledge.

Have you had any previous discussions with Community of Planning Division Staff with respect to this proposal?

Yes  No

If yes, with whom have you consulted? \_\_\_\_\_

Has this land been the subject of any other application under the Planning Act within the last five years? If yes, please list the type of application and file number, if known

\_\_\_\_\_  
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\_\_\_\_\_

**PROPERTY DESCRIPTION (please add separate page for additional details as required)**

Municipal Address \_\_\_\_\_

Legal Description \_\_\_\_\_ Lot \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

Concession \_\_\_\_\_ Township \_\_\_\_\_

PIN (Property Identification Number) \_\_\_\_\_

Nearest Intersection \_\_\_\_\_

Lot Area \_\_\_\_\_ (m<sup>2</sup>)

Lot Frontage \_\_\_\_\_ (m)

Current Official Plan Designation \_\_\_\_\_

Current Zoning on Property \_\_\_\_\_

Is the proposed use permitted by By-Law? \_\_\_\_\_

Is the property [listed or designated](#) under the Ontario Heritage Act? \_\_\_\_\_

Is the Property affected by Regulation Limits of a Conservation Authority? (If yes check below)  Yes  No

Nottawasaga Valley Conservation Authority  Lake Simcoe Region Conservation Authority

**EXISTING DEVELOPMENT AND PROPOSAL SUMMARY**

Sites and Building(s): Vacant  Developed  Other  (Please describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>Existing Gross</b>
Residential	m <sup>2</sup>
Commercial	m <sup>2</sup>
Industrial	m <sup>2</sup>
Institutional	m <sup>2</sup>

	<b>Proposed Gross</b>
Residential	m <sup>2</sup>
Commercial	m <sup>2</sup>
Industrial	m <sup>2</sup>
Institutional	m <sup>2</sup>

Number of Dwelling Units (existing) \_\_\_\_\_

Number of Dwelling Units Proposed (if known) \_\_\_\_\_

Number of Lots / Blocks (existing) \_\_\_\_\_

Number of Lots / Blocks Proposed (if known) \_\_\_\_\_

Please provide a brief description of your proposal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required Proposal Summary Letter Attached.  Yes  No

**EXISTING SERVICE AND INFRASTRUCTURE**



All Pre-Consultation applications are to include intended land use, number/size/use of proposed/existing units and lots and blocks. A concept/draft plan(s) are required that illustrates the proposal and information relating to:

- Property Location (including lot lines);
- Proper Dimensioning including Frontage, Width, Depth, and Setbacks
- Proposed Official Plan designation;
- Proposed Zoning;
- Proposed Use(s);
- Proposed Lots, Blocks, Street Pattern, if applicable;
- Building Outlines (new and existing footprints with dimensions);
- Building Density (i.e. coverage, units per hectare);
- Building Height;
- Building Floor Area;
- Parking Area;
- Access Points; and
- Zoning Matrix; including:
  - o Zoning Category
  - o Lot Area
  - o Setbacks and Lot Lines
  - o Lot Coverage
  - o Building Height(s)
  - o Parking Requirements
  - o Gross Floor Area
  - o Landscape Buffer Requirements
  
- Building elevation drawings including exterior materials and colours can be submitted for preliminary review; if available.

**Note:** Please use the attached Schedule titled “Example of Concept Plan Requirements” for Pre-Consultation Application as a guide for preparing your Concept Plan(s).

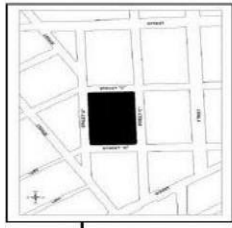
**DISCLAIMERS:**

The submission of a Pre-Consultation application and participation in the Technical Review Committee meeting are mandatory unless deemed unnecessary by the Manager of the Office of Community Planning or his/her delegate.

The Town of Bradford West Gwillimbury is not responsible for the use or misuse of the information being received or for the financial implications concerning its implementation.

The information being provided to you by the Town of Bradford West Gwillimbury is reflective of the policies, regulations and standards currently in effect. Any technical comments made during the pre-consultation process and/or at the Technical Review Meeting are preliminary and subject to further review and circulation at the time of a full formal complete application. Commenting on the pre-consultation will not imply or suggest any decision to either support or refuse the application. Further, participating in Pre-Consultation does not allow the undertaking of construction and/or preparatory work on site, including clearing of trees, vegetation, or any site alteration.

Comments shall remain in effect for a period of one (1) year from the date of complete application or sooner if applicable Provincial legislation, Regulations, Policies or Plans change, and/or if the Municipality amends or replaces the applicable Official Plan policies, land use designations and/or zoning/zoning standards. Following which, a subsequent application may be required.



KEY MAP

PROJECT NAME  
LOCATION (OFFICIAL ADDRESS)

SITE PLAN

Zoning Standards Matrix

Standard	Proposed
Max. Height	25.1
Min. Height	3.0
Max. Floor Area Ratio	40.0
Min. Floor Area Ratio	10.0
Max. Lot Area	15,780
Min. Lot Area	1,000
Max. Building Area	3,960
Min. Building Area	100
Max. Lot Coverage	25.0
Min. Lot Coverage	5.0
Max. Setback	10.0
Min. Setback	3.0

Examples of Concept Plan Requirements for Preconsultation Application

- ☐ Zoning Standards Matrix
- ☐ Parking areas and number of spaces
- ☐ Loading Spaces
- ☐ Number of Units/ Storeys
- ☐ Proposed Use
- ☐ Building Area
- ☐ Lot Area
- ☐ Surrounding Property Access/ Driveways
- ☐ Location
- ☐ All Proposed Buildings
- ☐ Natural Features Affecting the Site (identified)
- ☐ Landscaping
- ☐ Proposed Access/ Driveways
- ☐ Servicing Details- sanitary, water and storm
- ☐ Roads

