

The Town of Bradford West Gwillimbury **REQUIRES** all Applicants to pre-consult with Town staff prior to the submission of an application for:

- Official Plan Amendment (OPA)
- Zoning By – law Amendment (ZBA)
- Draft Plan of Subdivision/Condominium

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:
 1. Via email to plandev@townofbwg.com if total size of file is under 5 megabytes; or
 2. Via properly formatted memory stick; or
 3. 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 to the Town the application, rationale for such and proposed plans. Town staff will have 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 an Official Plan Amendment, Zoning By-law Amendment and/or Plan of Subdivision/Condominium application is submitted;
- 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 Concept Plan(s)** in accordance with the Concept Plan Requirement Checklist outlined in the included Pre-Consultation Application Form.

Note: Pre-consultation for Site Plan Control applications require a separate application and will occur at the development planning, detailed design stage, and is mandatory prior to formal Site Plan application. It is recommended that the zoning of the subject lands be approved prior to filing pre-consultation for a site plan application.

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

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



**Town of Bradford West
Gwillimbury**
305 Barrie St, Unit 2
P.O. Box 419, Bradford, Ontario, L3Z
2A9
Telephone: 905-778-2055
Fax: 905-778-2070

OFFICE USE ONLY

FEE: _____
DATE: _____
FILE NO: _____

www.townofbwg.com

PRE-CONSULTATION REQUEST FORM – OFFICIAL PLAN AMENDMENTS, ZONING BY-LAW AMENDMENTS, AND PLAN OF SUBDIVISION/CONDOMINIUM

Fee \$ 1,595.00
Note: This is a flat, non-refundable fee.

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

APPLICANT INFORMATION

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

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.

TYPE OF APPLICATION (please add separate page for additional details as required)

This is a Pre-Consultation Meeting request for (check all that apply):

- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision / Condominium

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

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 _____ (m²)

Lot Frontage _____ (m)

Current Official Plan Designation _____

Current Zoning on Property _____

Is the proposed use permitted by By-Law? _____

Is the property listed of designated? ([See register here](#)) _____

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)

	<i>Existing Gross</i>
Residential	m ²
Commercial	m ²
Industrial	m ²
Institutional	m ²

	<i>Proposed Gross</i>
Residential	m ²
Commercial	m ²
Industrial	m ²
Institutional	m ²

Number of Dwelling Units (existing) _____ Number of Dwelling Units Proposed (if known) _____

Number of Lots / Blocks (existing) _____ Number of Lots / Blocks Proposed (if known) _____

Land Use

Proposed Official Plan Designation(s) _____

Proposed Zoning Categories (please include any requests Special Provisions, if applicable)

Please provide a brief description of your proposal.

Required Proposal Summary Letter Attached. Yes No

EXISTING SERVICE AND INFRASTRUCTURE

Identify available hard services (sanitary sewers, watermains, storm sewers, roads) at the boundary of the proposed development and/or note whether extension of hard services may be required external to the site. Briefly discuss existing services including sanitary sewers, watermains, storm sewers, road connections, existing stormwater management facilities and any outlets to watercourses.

Note: Existing as built infrastructure drawings (if available) can be accessed by visiting the Engineering Division at 30 Barrie Street or by calling 905-778-2055.

AUTHORIZATION

I/we, _____, am/are the owner(s) of the land that is the subject of this application for a minor variance and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I/we authorize _____, to act as my/our Agent to make application to the Town of Bradford West Gwillimbury, to appear on my/our behalf, and to provide any of my/our personal information that will be included in this application or collected during the processing of this application.

Date

Signature of Owner

Date

Signature of Owner

All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and the Planning Act, R.S.O. 1990, c. P.13, as amended, and will be used for the purposes of reviewing this application only. Questions regarding this collection may be directed to the Manager of Community Planning, 305 Barrie Street, Unit 2, P.O. Box 419, Bradford, Ontario, L3Z 2A9, Telephone: 905-778-2055, ext. 1401, Fax: 905-778-2070.

CONCEPT PLAN REQUIREMENTS FOR PRE-CONSULTATION CHECKLIST

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

- Any Special Zoning provisions requested.

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.

