



Development Services Department

**GUIDELINES FOR CONFORMITY REVIEW APPLICATIONS
HEWITT'S & SALEM SECONDARY PLAN AREAS**

Objective: To ensure that all proposed Official Plan Amendments/Zoning By-law Amendments/Draft Plans of Subdivision are generally consistent with the applicable Secondary Plan to ensure an efficient review process.

In accordance with the Salem and Hewitt's Secondary Plans, the City shall determine through the Conformity Review Process whether a proposed development is generally consistent with the following:

Community Form: Maximizes the potential for the creation of a complete community and sustainable development through the efficient use of land and infrastructure. In this regard, development shall be generally consistent with the Master Plans in Appendix 8B and Appendix 9B of the Salem and Hewitt's Secondary Plans, respectively.

Growth Management: The City shall be satisfied that development can be undertaken in a financially responsible manner in conformity with the principle that growth pays for growth to the greatest extent possible. In this regard, development must be consistent with the assumptions and findings of the Long-Term Financial Impact Assessment of Growth (FIA) or as updated through the City's Long Range Financial Plan (LRFP).

Phasing: Development shall proceed as designated on Schedules 8E and 9E of the Salem and Hewitt's Secondary Plans, respectively. Prior to commencement of any phase of development, the City shall be satisfied that the development is consistent with the Subwatershed Impact Study (SIS) and the Infrastructure Implementation Plan (IIP).

Review Period: 8 Weeks

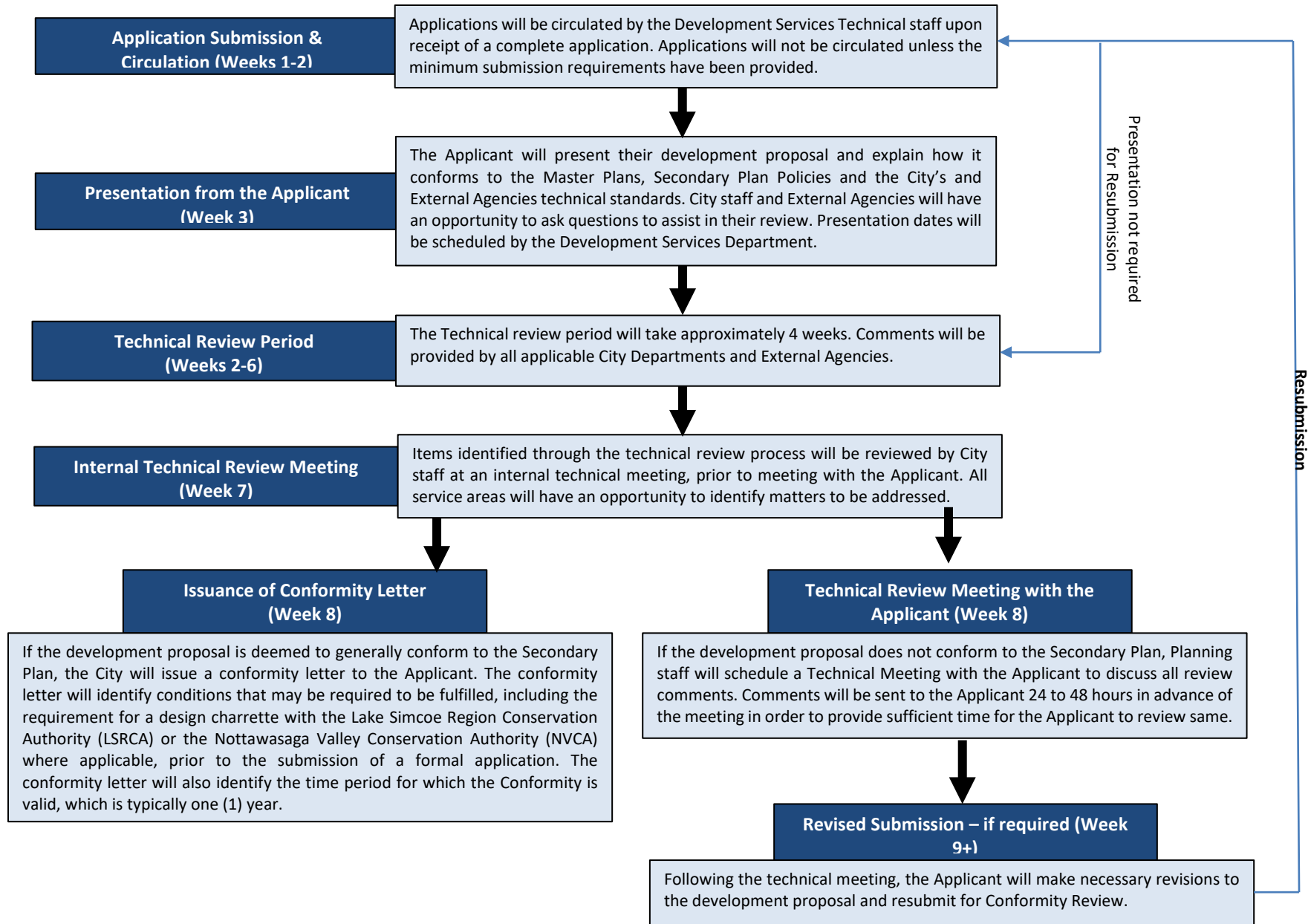
Commenting Departments and Agencies:

1. Development Services Department
 - a. Planning
 - b. Approvals
 - c. Traffic and Operations
 - d. Parks
2. Finance Department
5. Conservation Authority (LSRCA and/or NVCA)
6. School Boards (if applicable)

Process Overview:

1. Conformity Review Application Submission and Circulation (Weeks 1-2)
2. Presentation from the Applicant (Week 3)
3. Technical Review Period (Weeks 2-6)
4. Internal Technical Review Period (Week 7)
5. Issuance of Conformity Letter or Technical Meeting with the Applicant – if required (Week 8)
6. Resubmission for Conformity Review – if required (Week 9+)

Conformity Review Process



Design Charrette with Conservation Authority

A Design Charrette is required by the Lake Simcoe Region Conservation Authority (LSRCA) or the Nottawasaga Valley Conservation Authority (NVCA), where applicable. The Design Charrette will be required prior to the submission of a formal *Planning Act* application. Please contact the LSRCA or the NVCA for specific requirements.

Charrettes are provided to the proponent as an opportunity to meet with staff before any finalization of design/development limits, to discuss opportunities for the greater utilization of LIDs and any other innovation stormwater management design approaches. It is important that design charrettes are carried out well in advance of application submissions.

The following information is required for a design charrette:

- Applicant should review the pre-submission consultation section of the stormwater management technical guidelines to prepare for the charrette
- Ensure developable area has been determined (natural heritage, buffers, natural hazards, floodplain etc.) and provide ELC / NH mapping
- Minimum preliminary soils testing for the site
- Assurance that a groundwater monitoring program is in place
- Acknowledgement that the water balance and LIDs are to be addressed early in the process
- Identify a sufficient outlet location (watercourse, lake)
- The proposed method for conveying flow through a natural heritage area and buffer to an outlet be shown on drawings and included as a specific item for discussion in the charrette (with a goal of staying out of the natural heritage areas, minimizing erosion, considering grading at the start of the process, ensuring the sizing of the stormwater management blocks are large enough to not encroach into natural areas).
- Site contours (survey preferred)
- Existing drainage plan showing adjacent properties and outlets and all external drainage areas that impact the property
- Proposed drainage plan demonstrating how external drainage is to be handled and drainage boundaries maintained
- Master Plans, SIS, Watershed Studies (Names, dates, applicable criteria)
- Specific stormwater management criteria from watershed studies (erosion control targets, peak flow targets, overcontrol)

Minimum Submission Requirements

To deem a conformity application complete, the following must be submitted:

Administration
Completed and signed application form
Application Fee - \$2,066.47 (includes HST)
Letter from Trustees of the Landowner's Group confirming the applicant is a member in good-standing
One (1) digital copy in PDF format of all plans, reports, studies, letters, etc.
Paper copies of all supporting briefs, reports, studies, letters, as requested
Development Services
Planning Justification Brief
Draft Plan of Subdivision <ul style="list-style-type: none"> • Identify unit numbers by type and lot sizes • Identify Parks, Open Spaces, Environmental Protection, Commercial, Mixed-use and Industrial/Employment blocks
Limits of Development <ul style="list-style-type: none"> • Identify natural heritage features, hazards, buffers, etc. • Shall be established in advance of a design charrette with the LSRCA/NVCA

Block Plan
Letter of Undertaking – Member of the Land Owners Group (in good standing)
Engineering/Parks
Stormwater Management Letter/Brief <ul style="list-style-type: none"> Letter confirming that the proposed development is in conformity with the Subwatershed Impact Study (SIS). If the submission does not conform to the SIS, a Stormwater Management Brief (SWM) will be required. The SWM Brief must outline why/where/how the proposed development does not conform to the SIS. SWM letter/brief shall also outline any Low Impact Development (LID) components of the proposed development.
Transportation Conformance <ul style="list-style-type: none"> Letter confirming the proposed development conforms to Geometric Design Standards (intersections, radii, access onto arterial roads), ROW widths/widenings. If the submission deviates from the standards established, the letter must identify why and how the deviations should be considered.
Location and Configuration of Parks and Open Space Blocks
Tree, Inventory and Preservation Plan & Edge Management Plan (For boundary trees)
Roads, Parks and Fleet (Traffic and Operations)
Pedestrian Circulation Plan <ul style="list-style-type: none"> Location of Trails and Sidewalks Linear Infrastructure <ul style="list-style-type: none"> Identify total kilometres of proposed roads, laneways, sidewalks, pipes (sanitary – local/trunk, water – local/transmission, storm – local)
Finance
Projected number of units (by type) in addition to the projected number of building permits by year.
Conservation Authority
Stormwater Management (SWM) Letter/Brief confirming conformity with the Subwatershed Impact Study (SIS) <ul style="list-style-type: none"> Shall be in conformance with the Conservation Authority Technical Guidelines for SWM Submissions
Preliminary Geotechnical Report – required for LSRCA Design Charrette
Development Limits <ul style="list-style-type: none"> Identify natural heritage features, hazards, buffers, etc. Shall be established in advance of a Design Charrette
School Board (if applicable)
Location and Configuration of School Blocks <ul style="list-style-type: none"> Site area and proposed School Board to be identified
Information Technology (GIS)
<ul style="list-style-type: none"> AutoCAD File of Draft Plan Drawing

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

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

For reference, the City of Barrie Official Plan, Zoning By-law, Urban Design and Sustainable Development Guidelines for the Hewitt's and Salem Secondary Plan Areas, Urban Design Guidelines for Intensification Areas, Urban Design (Site Plan) Manual and other planning related documents are available for purchase from Legislative & Court Services or available on the City's website at www.barrie.ca.

Should you have questions regarding the filing of your Conformity Review Application, please contact the City of Barrie Development Services Department at (705) 726-4242.



Development Services Department

OFFICE USE ONLY

FEE:	_____
DATE:	_____
FILE NO.:	_____

CONFORMITY REVIEW APPLICATION FORM
 OFFICIAL PLAN AMENDMENT, ZONING BY-LAW AMENDMENT AND DRAFT PLAN OF
 SUBDIVISION APPLICATIONS WITHIN SECONDARY PLAN AREAS

Fee \$2,066.47
 Note: This is a flat, non-refundable fee.

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

APPLICANT INFORMATION

Registered Owner _____ Tel. No. _____

Address _____ Postal Code _____

E-mail Address _____ (Fax No. _____)

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

Name of Applicant _____ Tel. No. _____

Address _____ Postal Code _____

Email Address _____ (Fax No. _____)

**Name of Agent, Solicitor or
Consultant** _____ Tel. No. _____

Address _____ Postal Code _____

E-mail Address _____ (Fax No. _____)

Signature of Registered Owner _____

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. I authorize the agent/solicitor noted above to submit the application on my behalf.

TYPE OF APPLICATION

a) This is a Conformity Review for (check all that apply):

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

b) Have you had any previous discussions with Planning staff with respect to this proposal?

- Yes
- No

If yes, with who have you consulted? _____

c) Has this land been the subject of any other application under the Planning Act within the last five years? If yes, please list the file number _____

PROPERTY DESCRIPTION

Municipal Address _____

Legal Description _____ Lot _____ Registered Plan No. _____

Concession _____ Township _____

PIN (Property Identification Number) _____

Nearest Intersection _____

Lot/Site Area _____ (m²)

Lot/Site Frontage _____ (m)

Current Official Plan Designation _____

Current Zoning of Property _____

Is the Property affected by the Regulation limits of the Conservation Authority? NVCA LSRCA NO

PROPOSED ZONING AND OFFICIAL PLAN DESIGNATION

Proposed Official Plan Designation _____

Proposed Zoning Category (please include any requested Special Provisions, if applicable) _____

Please provide additional details or information regarding your proposal, if applicable) _____

DEVELOPMENT STATISTICS

Total Area (ha): _____

Total Residential Unit Count: _____

Density per Net Hectare: _____

Private Assets

Use	Area (ha)	Block/Lot Count	Unit Count
Single Detached Dwelling			
Semi-detached Dwelling			
Multiple Unit (3+ Units)			
Townhouse – Stacked			
Townhouse – Back-to-back			
Townhouse – Street			
Townhouse – Laneway			
Townhouse – Block/Cluster			
Walk-up Apartments (up to 4-storeys)			
Apartment Building (5+ Storey)			

Industrial – Commercial – Institutional Assets

Use	Area (ha)	Block/Lot Count	Unit Count
Commercial			
Mixed-use			
General Industrial			
Employment			

School Board Assets

Type	Area (ha)	Block Count
Secondary School: Catholic		
Secondary School: Public		
Elementary School: Catholic		
Elementary School: Public		

Infrastructure Assets: Parks/Natural Heritage System/Open Space/Recreation

Type	Area (ha)	Block Count
Community Park		
Neighbourhood Park		
Village Square		
Open Space		
Recreation Centre		
Natural Heritage System (NHS)		

Linear Infrastructure Assets: Roads/Sidewalk/Pipes

Type	Length (km)	Area (ha)
Arterial Roads		
Laneway (12 metres)		
Laneway (8 metres)		
Local Roads		
Major Collector Roads		
Minor Collector Roads		
Sanitary Sewer (local)		
Sanitary Sewer (trunk)		
Sidewalks: Lane km's		
Sewer		
Sidewalks/Walkways		
Storm sewer (local)		
Trails/Pathways		
Watermain (local)		
Watermain (transmission)		

Other Infrastructure Assets: Easements/Reserves

Type	Area (ha)	Block/Lot Count
Buffer		
Future Lot Blocks		
Road Widening		

SERVICING 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 Service Barrie counter on the 1st floor of City Hall, by calling 705-726-4242 or sending an email to: ServiceBarrie@barrie.ca.

Alternatively you can access the “Engineering Records Submission Form” online at: <https://www.barrie.ca/City%20Hall/Planning-and-Development/Engineering-Resources/Pages/Engineering-Records.aspx>

Submit the completed application form to: ServiceBarrie@barrie.ca.

DISCLAIMERS:

The submission of a Conformity Review application and the issuance of a Conformity Letter is mandatory unless deemed otherwise by the Director of Development Services or delegate.

The City of Barrie 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 City of Barrie is reflective of the policies, regulations and standards currently in effect.

Any technical comments made during the Conformity Review Process and/or at the Technical Review Meeting are preliminary and subject to further review and circulation at the time of a formal complete application. Commenting on the Conformity Review will not imply or suggest any decision to either recommend approval or refusal of the application. Further, participating in Conformity Review does not allow the undertaking of construction and/or works on site, including clearing of trees, vegetation, or any site alteration.