GUIDELINES FOR PRE-CONSULTATION APPLICATIONS

OFFICIAL PLAN AMENDMENTS-ZONING BY-LAW AMENDMENTS-
PLAN OF SUBDIVISION/CONDominium

The City of Barrie Development Services Department **REQUIRES** all Applicants to pre-consult with City 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;
- Required fee;
- Fifteen (15) to scale drawings (24” x 36”)(61cm x 91cm) minimum size paper copies of the concept plan and/or draft plan with required detail; and
- One (1) digital copy in PDF format of all plans.

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 three weeks of the Complete Application Date, a one hour Technical Review meeting will be scheduled. The Technical Review meetings are held on Thursday’s in the 9th floor boardroom at City Hall. Various City departments and external agencies will participate in the meeting (on an as needed basis) including: Planning/Zoning, Engineering, Parks Planning, Transportation Engineering and Conservation Authority, as applicable. The Applicant will be contacted by telephone or e-mail message advising of the date and time of the meeting. It is recommended that the Applicant and their consultants attend the meeting.

The Pre-consultation process allows the Applicant to present to the City the application, rationale for such and proposed plans. City 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 or Plan of Subdivision application is submitted;
- The City will complete a City of Barrie Complete Application Checklist to be provided to the Applicant at the Technical Review meeting or approximately three weeks from the Complete Application Date if a Technical Review meeting is not required.

**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.
CONCEPT PLAN REQUIREMENTS FOR PRE-CONSULTATION

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 is required that illustrates the proposal and information relating to:

- Property Location (including lot lines);
- 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:
  - Zoning Category
  - Lot Area
  - Setbacks and Lot Lines
  - Lot Coverage
  - Building Height(s)
  - Parking Requirements
  - Gross Floor Area
  - Landscape Buffer Requirements

- Any Special Zoning provisions requested.

For reference, the City of Barrie Official Plan, Zoning By-law, 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 Pre-consultation Application, please contact the City of Barrie Development Services Department at (705) 726-4242.
PRE-CONSULTATION REQUEST FORM
OFFICIAL PLAN AMENDMENTS - ZONING BY-LAW AMENDMENTS - PLAN OF
SUBDIVISION/CONDOMINIUM

☐ Fee $2,025.95
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.

TYPE OF APPLICATION

a) This is a pre-consultation meeting request for (check both if they apply):

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

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 Area ______________________ (m²)

Lot Frontage ______________________ (m)

Current Official Plan Designation ___________________________________________

Proposed Official Plan Designation __________________________________________

Current Zoning of Property _________________________________________________

Proposed Zoning __________________________________________________________

Is the proposed use permitted by By-law? ______________________________________

Is the Property affected by the Regulation limits of the Conservation Authority? [ ] NVCA  [ ] LSRCA  [ ] N/A

1. **Site and Building(s)**

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<tr>
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   Number of Dwelling Units (existing) _______

   Number of Dwelling Units proposed (if known) _______

   Number of Lots/Blocks (existing) _______

   Number of Lots/Blocks (proposed) _______

2. **Land Use**

   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) ________________

   ______________________________________________________

   ______________________________________________________
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 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 form to ServiceBarrie@barrie.ca.

DISCLAIMERS:

The submission of a Pre-Consultation application and participation in the Technical Review Committee meeting are mandatory unless deemed unnecessary 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 pre-consultation process and/or at the Technical Review Committee 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.