

## GUIDELINES FOR PRE-CONSULTATION APPLICATIONS

### OFFICIAL PLAN AMENDMENTS, ZONING BY-LAW AMENDMENTS, PLAN OF SUBDIVISION/CONDOMINIUM

This application can be submitted digitally through the City's online application portal (APLI) on [www.barrie.ca](http://www.barrie.ca).

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;
- 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 four weeks of the Complete Application Date, a one hour Technical Review meeting will be scheduled. The Technical Review meetings are held on Thursdays with various City departments and external agencies participating in the meeting as applicable. The Applicant will be contacted 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](http://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.*



Development Services  
Department

**OFFICE USE ONLY**

FEE:	_____
DATE:	_____
FILE NO.:	_____

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

**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**

<b>Registered Owner</b> _____	Tel. No. _____
Address _____	Postal Code _____
E-mail Address _____	Fax No. _____

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

<b>Name of Applicant</b> _____	Tel. No. _____
Address _____	Postal Code _____
Email Address _____	Fax No. _____

<b>Name of Agent, Solicitor or Consultant</b> _____	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 \_\_\_\_\_ (m<sup>2</sup>)

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)

	Vacant	_____		Developed	_____		
Existing Gross	Residential	_____	m <sup>2</sup>	Proposed Gross	Residential	_____	m <sup>2</sup>
	Commercial	_____	m <sup>2</sup>		Commercial	_____	m <sup>2</sup>
	Industrial	_____	m <sup>2</sup>		Industrial	_____	m <sup>2</sup>
	Institutional	_____	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) _____			

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 1<sup>st</sup> floor of City Hall, by calling 705-726-4242 or sending an email to [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca).

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

Submit the completed form to [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca).

### DISCLAIMERS:

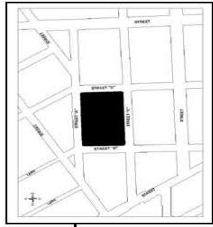
The submission of a Pre-Consultation application and participation in the Technical Review meeting are mandatory unless deemed unnecessary by the Director of Development Services or delegate.

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 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**

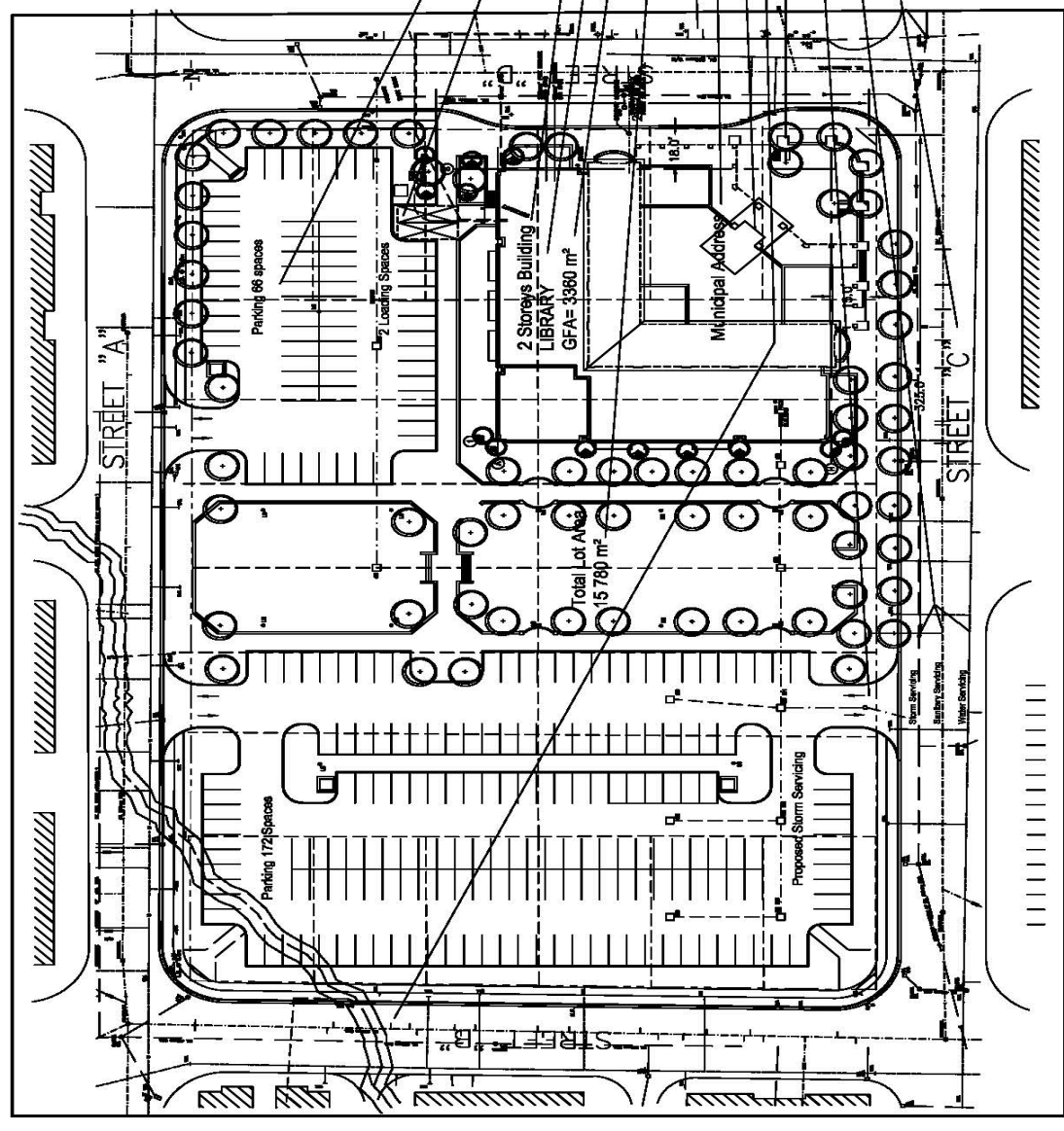
NO.	DESCRIPTION	DATE	APPROVED

**Zoning Standards Matrix**

Standard	Residential	Commercial
Area	0.4:1	0.2:1
Height	12.0 m	15.0 m
Setback	3.0 m	3.0 m
Yield	100.0%	100.0%
Lot Area	10.00 m <sup>2</sup>	10.00 m <sup>2</sup>

**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



**CITY OF NAME APPROVED**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_