GUIDELINES FOR PRE-CONSULTATION APPLICATIONS

SITE PLAN CONTROL

The City of Barrie Development Services Department REQUIRES all Applicants to pre-consult with City 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. 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 site plan with required detail; and
- One (1) digital copy in PDF format of all concept 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 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. It is recommended that the Applicant and their consultants attend the meeting.

The Pre-consultation process allows the Applicant to present the application and concept plans to the City and give City 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 Pre-consultation application requires the submission of a detailed Concept Site Plan, in accordance with the Site Plan Concept Plan Requirements outlined in the Pre-Consultation Application Form (see Application Form).

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 the Legislative & Court Services Office 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
SITE PLAN CONTROL

☐ 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.

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

☐ Yes ☐ No

If yes, with who 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

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 of Property __________________________

Is the proposed use permitted by By-law? __________________________

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

Site and Building(s)

Vacant _______ Developed _______

Existing Gross Residential _______ m²  Proposed Gross Residential _______ m²

Commercial _______ m²  Commercial _______ m²

Industrial _______ m²  Industrial _______ m²

Institutional _______ m²  Institutional _______ m²

Number of Dwelling Units (existing) _______ Number of Dwelling Units proposed (if known)

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" 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.

CONCEPT SITE PLAN REQUIREMENTS FOR SITE PLAN PRE-CONSULTATION

The following information must be submitted along with the application form and fee.

Fifteen (15) to scale drawings (24”x 36”) (61cm x 91cm) minimum size paper copies of the Concept Site Plan which include:

*Note – Digital (PDF) version of all drawings is required.

☐ Location (lot lines, main intersection)
☐ Lot Area (m²)
☐ Proposed use(s)
☐ All Proposed Buildings & Structures
☐ Loading Spaces
☐ Building Area (GFA)
☐ Number of Units / Storeys
☐ Natural Features Affecting the Site
☐ Landscape Areas and Proposed Features (drip-line)
☐ Roads
☐ Proposed Access / Driveways
☐ Surrounding Property Access / Driveways
☐ Proposed Servicing Details – sanitary, water and storm
☐ Parking areas and number of spaces
☐ Zoning Standards Matrix:
  - Zoning Category (e.g. General Commercial C4)
  - Setbacks and Lot Lines
  - Lot Coverage
  - Height of Building
  - Parking Requirements, etc.
  - Lot Area
  - Gross Floor Area
  - Landscape Buffer Requirements

- Please use the attached as an example of Concept Site Plan drawing requirements.
- Building elevation drawings including exterior materials and colours can also be submitted for preliminary review, if available.

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.