

GUIDELINES FOR PRE-CONSULTATION APPLICATIONS

SITE PLAN CONTROL

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

The City of Barrie Development Services Department **ENCOURAGES** 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;
- 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 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 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.



City of Barrie
 Development Services Department - Planning
 70 Collier Street, P.O. Box 400,
 1st Floor, City Hall,
 Barrie, Ontario, L4M 4T5
 (705) 726-4242

Owner Authorization - Planning Applications (Property Owner Consent Form)

I,	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Delegated Official with Signing Authority
First Name / Last Name	(Select one)	
Company Name (if applicable)		
of,		
Street Address	Unit #	City or Town
		Province
		Postal Code
Telephone No.		
Email		

hereby give permission to:

Applicant - First Name / Last Name
Company Name (if applicable)

Authorized Agent - First Name / Last Name
Company Name (if applicable)

to act as my authorized agent to apply for an application(s) for:

Street Address	Unit #	City or Town	Province	Postal Code
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If there are any changes in the above information and/or I wish to withdraw this authorization, I must notify the City of Barrie in writing.

Owner Signature (I have the authority to bind the corporation, where applicable)	Date
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Development Services
Department

OFFICE USE ONLY

FEE: _____

DATE: _____

FILE NO. _____

**PRE-CONSULTATION REQUEST FORM
SITE PLAN CONTROL**

Fee \$2,315.01

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. _____

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 _____

- 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 meeting is strongly encouraged unless deemed unnecessary by the Director of Development Services or delegate.

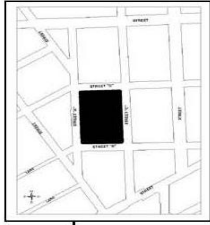
The City of Barrie is not responsible for the use or misuse of the information being received or for the financial implications concerning its implementation.

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.

Personal information contained on this form is collected under the authority of the Planning Act, c.P.13, s.4(1), as amended and the Corporation of the City of Barrie's Resolution 93-P-248 and will be used in processing this application. Information regarding the estimated/anticipated selling/rental price will be treated as confidential. Questions regarding this collection should be directed to: Development Services Department, City of Barrie, 70 Collier Street, P.O. Box 400, Barrie, Ontario, L4M 4T5, (705) 726-4242 or planneroftheday@barrie.ca.



KEY MAP

PROJECT NAME
LOCATION (OFFICIAL ADDRESS)

SITE PLAN

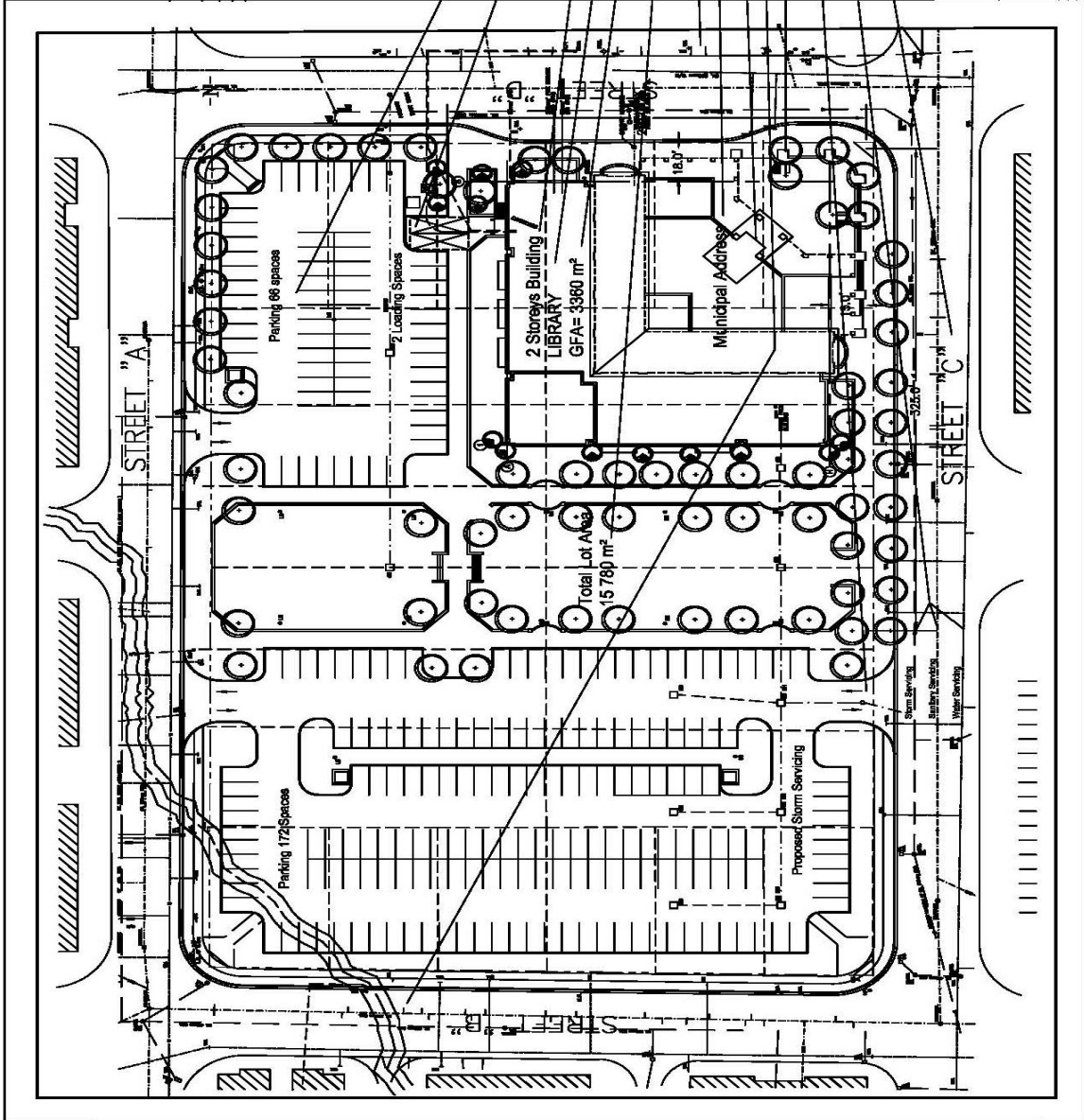
NO.	DATE	BY	REVISION

Zoning Standards Matrix

Standard	Permitted
Max. Lot Area	0.4
Max. Lot Coverage	0.2
Max. Building Area	0.2
Max. Building Height	0.2
Max. Floor Area Ratio	0.2
Max. Lot Area	0.2
Max. Lot Coverage	0.2
Max. Building Area	0.2
Max. Building Height	0.2
Max. Floor Area Ratio	0.2
Lot Area	15,780 m ²

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



Number of Subdivisions: _____

Number of Lots: _____

Number of Units: _____

CITY OF BARRIE APPROVED

DATE: _____

BY: _____