



Development Services Department

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.

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;
- Owner Authorization, if required;
- 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.

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.

ADDITIONAL REQUIREMENTS FOR LANDS IDENTIFIED ON APPENDIX 2 – PHASING PLAN OF THE OFFICIAL PLAN

Development shall proceed as designated on **Appendix 2 – Phasing Plan of the Official Plan**.

Pre-consultation applications will **not be accepted** for lands outside of Phase 1 East or Phase 1 West prior to demonstrating that 60% of these lands are subject to a registered M-Plan or equivalent level of approval as determined by the City. Development in and across East phases may happen and progress independently of development in and across West phases.

Development must be consistent with:

- Assumptions and findings of the Long-Term Financial Impact Assessment of Growth (FIA), as updated through the City's Long Range Financial Plan (LRFP)
- Subwatershed Impact Study (SIS)
- Infrastructure Implementation Plan (IIP)

The following must be submitted:

Administration
<ul style="list-style-type: none"> Letter from Trustees of the Hewitt's or Salem Landowner's Group confirming the applicant is a member in good standing
Engineering / Conservation Authority
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. Letter/brief shall also outline any Low Impact Development (LID) components of the proposed development including any planned LID on municipal lands.
Transportation Planning
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.
Parks Planning
<ul style="list-style-type: none"> Location and Configuration of all Parks, Open Space Blocks, Trail Systems and Linkages
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
<ul style="list-style-type: none"> Projected number of units (by type) in addition to the projected number of building permits by year.
Community Hubs (Schools, Recreation Areas, Community Services)
<ul style="list-style-type: none"> Location and Configuration of School & Recreation Blocks

DESIGN CHARRETTE WITH CONSERVATION AUTHORITY AND CITY OF BARRIE

A Design Charrette is required by the Lake Simcoe Region Conservation Authority (LSRCA) or the Nottawasaga Valley Conservation Authority (NVCA), where applicable, and the City of Barrie. The Design Charrette will be required prior to the submission of a formal *Planning Act* application or Pre-Submission application.

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
- Developable Area has been determined (natural heritage, buffers, natural hazards, floodplain etc.) and provide ELC / NH mapping
- Site Contours (survey preferred)
- Preliminary Soils Testing
- Preliminary Geotechnical Report
- Assurance that a Groundwater Monitoring Program is in place
- Acknowledgement that the Water Balance and LIDs are to be addressed early in the process
- Sufficient Outlet Location is identified (watercourse, lake)

- 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)
- 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)



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



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 \$2,208.98
 Note: This is a flat, non-refundable fee.

<i>Payment of application fees can be made by Cash, Cheque or Debit only.</i>

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. _____

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)

	Vacant	_____		Developed	_____		
Existing Gross	Residential	_____	m ²	Proposed Gross	Residential	_____	m ²
	Commercial	_____	m ²		Commercial	_____	m ²
	Industrial	_____	m ²		Industrial	_____	m ²
	Institutional	_____	m ²		Institutional	_____	m ²
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" 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.

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.

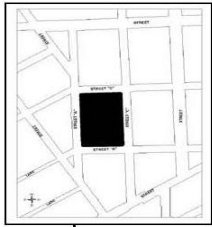
The City of Barrie is not responsible for the use or misuse of the information being received or for the financial implications concerning its implementation.

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.

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

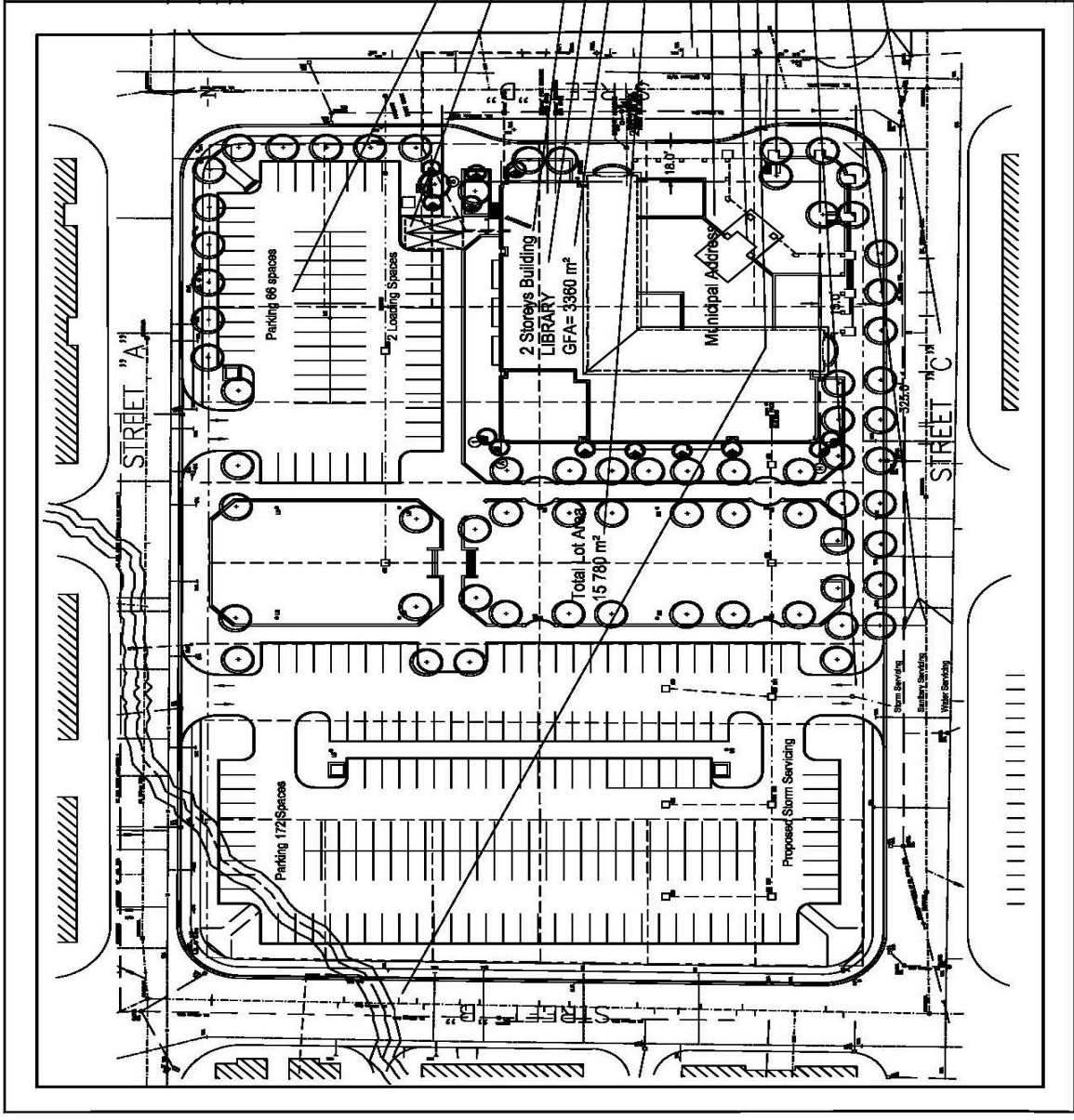
NO.	REVISION	DATE	APPROVED

Zoning Standards Matrix

Standard	Permitted
Max. Lot Area	50,000 sq. ft.
Max. Building Area	100,000 sq. ft.
Max. Height	35 ft.
Max. Floor Area Ratio	2.0
Max. Lot Coverage	75%
Min. Lot Area	10,000 sq. ft.
Min. Building Area	20,000 sq. ft.
Min. Height	10 ft.
Min. Floor Area Ratio	0.5
Min. Lot Coverage	25%

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 BARRIE APPROVED