



DEVELOPMENT APPLICATION PRE-CONSULTATION CHECKLIST

Prior to formal application, Chisholm Township policy requires a pre-consultation interview (no fee) with people intending to make development applications for the following:

- Official Plan Amendment
- Zoning By-law Amendment
- Minor Variance or Permission
- Consent to Sever land/Lots/Rights of Way

The purpose of the pre-consultation interview is to implement the municipal plan review process established by the Provincial government thus incorporating a review of Provincial concerns under the provisions of the Planning Act at the beginning of the approvals process. This review will include Provincial concerns and the Chisholm Zoning By-law and Official Plan compliance review.

Applicants are strongly encouraged to take the time to have a reasonably detailed site plan or concept sketch available for review during the interview with staff and/or Council. This will assist all parties in clarifying proposals and identifying/narrowing issues as quickly as possible.

Pre-Consultation Interview Date: _____

Staff Present: _____

Owner (s) Present: _____ Agent Present: _____

Site Address: _____

Assessment Roll No.: _____

Site Frontage/Area: _____

APPLICATION TYPE (check boxes where applicable)

- Official Plan Amendment
- Zoning By-law Amendment or Holding Zone removal
- Minor Variance/Permission
- Consent

1. Brief description of the proposed development:

2. Chisholm Township Official Plan designation:

3. Application conforms with Official Plan land use designation? YES _____ NO _____

If "NO" what is the nature of the amendment needed? _____

4. Existing Zoning:

Application Conforms with existing zoning? YES _____ NO _____

If "NO" what change is proposed to the zoning? _____

5. Has there been any severance activity on the subject land subsequent to August 21, 1978?

How many severances is this parcel of land eligible for according to Official Plan?

6. Does the proposed severance have frontage on a public maintained road? _____

Does the proposed severance have adequate property for driveway entrance on road with good sight lines? _____

7. Fees Required*:

Official Plan Amendment: _____

Rezoning: _____

Consent: _____

Minor Variance/Permission: _____

*Note: Fees are payable based on fee schedules in effect on the date the complete application is made.

8. Additional agencies to be contacted: _____

9. Required information for a complete application: (check where applicable)

- Planning justification report (at application ___) (during processing ___)

Any proposal for development or site alteration should demonstrate that it conforms with the goals, objectives and policies of Provincial plans and the Chisholm Official Plan and whether it is consistent with the Provincial Policy Statement.

- Minimum Distance (MDS I & II) Separation Report (at application ___) (during processing ___)

Any non-agricultural use proposed within 300 metres of an active or potential livestock facility shall include a review of these facilities and calculations to determine conformity of the proposal with the MDS formulae requirements.

- Mineral Aggregate Resources (at application ___) (during processing ___)

Where development or site alteration is proposed on lands within or adjacent to an area of mineral aggregate resources identified in the Official Plan, it shall be demonstrated that access to the aggregate resources will not be hindered in the future, that aggregate extraction is not feasible, or that the proposed development serves a greater long-term public interest than access to the aggregate deposit.

- Hydrogeological study & private sewage/water servicing (at application ___) (during processing ___)

Any development proposing private sewage disposal and private drinking water systems should provide an assessment of soil and groundwater conditions, an evaluation of the ability of the site to accommodate private services and a plan illustrating the location of the services, drainage and lot grading.

- Environmental Contamination Report (at application ___) (during processing ___)

Any development or site alteration on lands or adjacent to lands that were previously used for a purpose that may have caused contamination of the property should be reviewed to address the need for further environmental testing or remediation in accordance with Provincial regulations/guidelines.

- Traffic/Parking impact study (at application ___) (during processing ___)

Any development or site alteration that may have a significant impact on traffic flow and safety, may be required to provide an analysis of proposed parking and anticipated traffic flows.

- Flood plain demarcation (at application ___) (during processing ___)

For any development or site alteration proposed adjacent to the flood elevation, an Ontario Land Surveyor should provide spot elevations to determine the boundaries of the Flood Plain. Where development or site plan alteration is proposed adjacent to the Flood Plain as estimated by another method (ie. Aerial photographic analysis), an applicant may be required to obtain a Flood Plain study by a qualified hydrological engineer to determine the boundaries and location of the regulatory flood elevation.

- Site Assessment/Environmental impact study (at application ___)(during processing ___)

A preliminary site assessment may be required for certain types of development proposals as outlined in the Official Plan. Such an assessment would determine whether more detailed work is warranted by a specialist. Any proposal for development or site alteration within or adjacent to any environmental constraint area including wetlands identified in the Official Plan or through a preliminary site assessment shall provide an inventory and assessment of sensitive features and functions to determine areas to be protected and any mitigation measures necessary. This assessment may include a tree or wetland preservation plan if the proposed development may have an adverse effect on wetlands or a significant tree or group of trees including a woodlot.

- Air quality, noise and/or vibration study (at application ___) (during processing ___)

Any proposed industrial development should provide information with respect to air quality and noise.

- Archaeological report (at application ___) (during processing ___)

An archaeological assessment shall be required for any development or site alteration proposed in proximity to lands that contain known archaeological resources or areas of archaeological potential.

- Heritage impact analysis (at application ___) (during processing ___)

Any development or site alteration proposed on or adjacent to lands, structures or building designated under the Ontario Heritage Act or listed on a heritage resource inventory approved by Council shall require a heritage impact assessment.

- Other (specify) _____
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NOTES:

1. It may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the application. There may also be financial requirements arising from the application including, but not limited to, park dedications, payment of outstanding property taxes, and reimbursements for road widenings or road improvements.
2. The purpose of this checklist is to identify the information required to be submitted with this development application, plus information anticipated to be required later during the processing of the application.
3. Pre-consultation does not imply or suggest any decision whatsoever on behalf of Chisholm Township staff or the Corporation of the Township of Chisholm to either support or refuse the application.
4. An application submitted without the information identified in this pre-consultation checklist may be recommended for refusal based upon insufficient information to properly evaluate the application.
5. The Township of Chisholm considers the application forms and all surrounding materials, including studies and drawings, filed with any application to be public information and to form part of the public record.