



TOWNSHIP OF EAST GARAFRAXA
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Mandatory Pre-Application Consultation Information

In accordance with the *Planning Act* and pursuant to Township of East Garafraxa By-law 35-2022 and the Township Official Plan, as amended, owner(s)/applicant are required to consult with the Township prior to the submission of development applications, such as:

- Official Plan Amendment
- Zoning By-law Amendment
- Temporary Use By-Law
- Holding Zone Removal
- Draft Plan of Subdivision
- Draft Plan of Condominium
- Consent (Severance)
- Site Plan Approval
- Site Plan Amendment(s)
- Minor Variance

No development applications submitted to the Township of East Garafraxa for approval under the Planning Act, shall be deemed complete or accepted for processing, until at least one pre-application consultation meeting has occurred between the proponent and Township staff. Pre-application consultation is mandatory in respect of all development applications under the Planning Act.

All pre-consultation meetings shall be co-ordinated by Township staff. Township staff may involve staff from the Township, Township consultants, including the consultant Planner, Township Engineer, Township Solicitor, as may be required and may involve staff from the County of Dufferin, the appropriate Conservation Authority, the RMO and any other agency deemed relevant by the Township.

The purpose of the meeting is to confirm the planning approvals required for the development of a property. The meeting will identify required drawings, supporting studies and reports that are necessary for the application(s) to be deemed complete and to clarify planning process and timelines.

To request a Pre-Consultation meeting, the applicant must submit the required form to the Township, with applicable fee and deposit. Please note there are required supporting documents to be submitted along with the application form. Please refer to the checklist provided on the Mandatory Pre-Application Consultation Form and submit all documents listed, if applicable.

The Township, may, at its sole discretion, require more than one pre-application consultation meeting before it is in a position to determine the requirements of a complete application. If more than one meeting is required, the Township shall advise the proponent in the initial Record of Pre-Consultation.

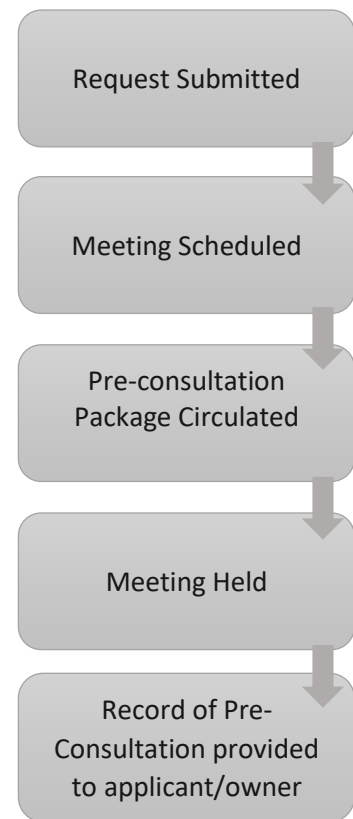
Mandatory Pre-Application Consultation Meeting Process

Once the applicant has submitted the required documents and payment of the required fee and deposit have been made, the complete package will be circulated to various internal departments and external agencies for review and a meeting will be scheduled and confirmed with the owner(s) and/or applicant.

At the meeting, Township Planning Consultant(s), staff, or representatives from other agencies will provide the applicant with feedback.

A Record of Pre-Consultation shall be provided to the proponent in a timely manner which shall outline the information to be provided in order that the development application may be deemed complete under the Planning Act, pursuant to the policies of the Township Official Plan, as amended. The information to be provided shall include terms of reference or other criteria established for specific studies or other information or material which have been identified as required for a complete application.

Within seven (7) working days of receiving the Record of Pre-Consultation, the proponent shall advise the Township in writing whether or not it concurs with the proposed submission requirements. If the proponent does not agree, the proponent may request another pre-application consultation meeting which shall be co-ordinated by the Township at a mutually convenient time



Please note:

- While every attempt will be made during the pre-consultation process to identify all requisite reports and documentation, it must be understood that as review of an application proceeds, the need for additional information or studies may arise. All comments and directions offered are preliminary and based solely on the information available at the time of the pre-consultation meeting. More detailed comments will be provided through the review of a complete application. Additional materials may be required through the review process.