

This Form must be completed for all Official Plan Amendments, Zoning By-Law Amendments, Draft Plans of Subdivision, Draft Plans of Condominium and Site Plans as per By-Law 2007 132.

Preconsultation means the process whereby prospective development applicants consult with Municipal staff prior to their formal application submission. This is done in order to ascertain the Municipality's information requirements including but not necessarily limited to studies, technical reports and drawings. Whenever possible, all agencies that may have an interest in the application shall participate in the preconsultation process.

A Preconsultation meeting with municipal staff and key review agencies shall take place prior to the submission and acceptance of applications, plans and drawings by the Municipality of Clarington for all Official Plan Amendment, Zoning By-law Amendment, Draft Plans of Subdivision, Draft Plans of Condominium and Site Plan applications.

Applications will only be accepted when accompanied by the Record of the Pre-consultation Agreement.

The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the *Accessibility for Ontarians with Disability Act 2005, Ont. Reg. 429/07*.

BASELINE INFORMATION

Baseline information (description of the proposal, location of subject lands, intended land use, and a conceptual site plan, and how the proposal intends to meet the relevant Plan Policies, zoning bylaw-regulations, and guidelines) regarding the proposal must be submitted at least two weeks in advance of the preconsultation meeting. This shall help to ensure that:

- a) the appropriate agencies and/or staff are invited to the meeting;
- b) staff and agencies have the opportunity to prepare and/or gather any information necessary to speak specifically about the proposal; and,
- c) the applicant has a clear understanding of the requirements for deeming an application complete.

NOTE: Once staff receives the baseline information, the planner assigned to the project will coordinate the preconsultation meeting.

1) Was baseline information submitted at least two weeks in advance of the meeting?
YES NO

PRECONSULTATION MEETING

All appropriate agencies, including the upper tier municipality, if a Regional application is required, shall be in attendance. A pre-consultation meeting shall mean a meeting between Municipality of Clarington staff, Regional staff, agency representatives, prospective proponents and/or their professional staff to discuss a development proposal in the context of local, regional and agency policies, guidelines and professional opinions.

The Preconsultation meeting shall determine the Reports, Studies and/or Plans that are required in order for the Director of Planning Services or his delegated alternate to deem the application complete. Table A provides a list of potential Studies/Reports.

2) Has the Table of Studies/Reports been completed?

YES NO

RECORD OF PRECONSULTATION AGREEMENT

A permanent record of the preconsultation meeting should be prepared by the applicant, to be submitted and accepted by the Municipal staff prior to submission of the application.

It shall include:

1. Date or dates that the preconsultation meeting(s) were held.
2. Written summary of the Baseline information provided prior to the meeting, including any plans.
3. List of Attendees
4. List of Reports, Studies, Plans required,
5. Other relevant information that was discussed at the preconsultation meeting, and,
6. A signature page. Spaces should be provided for Municipal staff and the agent / owner / applicant to ensure agreement with the preconsultation process.

This Record of Preconsultation is a component of the complete application package. .

3) Has a record of preconsultation been submitted to Municipal staff for concurrence?

YES NO

4) Is the record of preconsultation attached?

YES NO

SUBMISSION OF A BIBLIOGRAPHY OF INFORMATION.

Recent amendments to the Planning Act which legislates the procedures for appeal to the Ontario Municipal Board state that any information and material presented at a Board hearing that was not presented to Council prior to Council making its decision shall not be admitted into evidence if the Board determines that such information and material could have affected the Council's decision.

As a result of this legislation, all the information and material that was provided to the Municipality prior to Council making a decision on the application must be listed in a bibliography.

5) Is a bibliography of information attached?

YES

NO

NOTES:

1. The purpose of this form is to identify the information required to commence processing of this development application, as well as any information required during the processing of the application. Pre-consultation does not imply or suggest any decision whatsoever on behalf of the Municipality of Clarington staff or the Corporation of the Municipality of Clarington to either support or refuse the application.
2. 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
3. The comments will expire within 180 days from the date of signing or sooner if applicable Provincial legislation, Regulations, Policies or Plans change, if the Municipality amends or replaces the applicable official plan policies or land use designations or zoning requirements.
4. An application submitted without the information identified in the Record of Preconsultation Agreement will not be accepted.

PRECONSULTATION PROCEDURES
THE MUNICIPALITY OF CLARINGTON
PLANNING SERVICES DEPARTMENT

| TABLE A STUDIES/REPORT | | | | |
|---|---|--|------------------------|---|
| STUDY REQUIRED? | TYPE OF STUDY | OP POLICY WITH TERMS OF REFERENCE | DOCUMENT ORIGIN | QUALIFICATIONS |
| ENVIRONMENT | | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Environmental Impact Study | 4.4.35 | OP | Biologist, P. Geo., P. Eng. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Watershed Study | | ORMCP, OP | Biologist, P. Geo., P. Eng. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Sub-watershed Study | | OP | Biologist, P. Geo., P. Eng.. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Landscape Analysis | | OP | Biologist, , P. Geo., P. Eng. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Woodland Preservation and Management Plan | | OP | Biologist, P. Geo., Professional Forester |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Source Water Protection Requirements | | SW | Biologist, P. Geo., P. Eng. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Natural Heritage Evaluation | 4.4.40 | ORMCP, GB | Biologist, P. Geo., |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Earth Science Heritage Evaluation | 4.4.43 | ORMCP | Biologist, P. Geo., |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Hydrological Evaluation | 4.4.41 | ORMCP | Biologist, P. Geo., |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Landform Conservation Plan | 4.4.42 | ORMCP | Biologist, P. Geo., |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Water Budget and Conservation Plan | | ORMCP | Biologist, P. Geo., |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Settlement Capacity Study | 12.4.5 | OP | Professional P. Geo. |
| PLANNING AND GROWTH MANAGEMENT | | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Retail Market Impact Study | 10.3.3 | | Professional Land Economist |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Planning Rational Report | | | Registered Professional Planner |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Planning Policy Analysis | | Bill 51 | Registered Professional Planner |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Neighbourhood Plan /Amendment | 9.5.2 | OP | Registered Professional Planner, |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Transportation Demand Management Study (including Traffic Analysis) | | GP | Registered Professional Planner, P. Eng. |
| AGRICULTURE | | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Soil Capacity Study | | | Soil Scientist |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Minimum Distance Separation Information | | | |
| NUISANCE | | | | |

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| TABLE A STUDIES/REPORT | | | | |
|---|---|--|---------|---|
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Noise Study | | | P. Eng. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Vibration Study | | | P. Eng. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Dust Impact Study | | | P. Eng. |
| FINANCIAL | | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Financial Impact Analysis | | OP | Professional Land Economist |
| SERVICING | | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Master Drainage Plan | | | P. Eng. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Stormwater Management Plan | | | P. Eng. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Stormwater Implementation Report | | OP | P. Eng. |
| AGGREGATES | | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Aggregate Extraction Area Study | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Aggregate Restoration Plan | | | |
| CULTURE AND DESIGN | | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Urban Design and Streetscapes | | Bill 51 | Architect, Landscape Architect, Registered Professional Planner |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Archaeological Assessment | | | Archaeologist |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Shadow Analysis | | | Architect, Landscape Architect, Registered Professional Planner |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Scenic Vistas & Views Impact Analysis | | | Architect, Landscape Architect, Registered Professional Planner |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Park Concept Plan | | | Architect, Landscape Architect, Registered Professional Planner |
| OTHER | | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Phase 1 Environmental Site Assessment | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Phase 2 Environmental Site Assessment/ Record of Site Condition | | | |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Energy Management Plan | | Bill 51 | Registered Professional Planner, P. Eng. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Sustainability Plan | | Bill 51 | Registered Professional Planner, P. Eng. |
| Yes <input type="checkbox"/> or No <input type="checkbox"/> | Other (to be specified) | | | |