



**Township of Seguin
CONSULTATION FORM**

**AS PER BY-LAW 2015-071, APPLICANTS ARE REQUIRED TO
PRE-CONSULT WITH THE TOWNSHIP PLANNING
DEPARTMENT PRIOR TO SUBMITTING AN APPLICATION.**

FOR OFFICE USE ONLY	
ROLL # 4903- _____ - _____ - _____ - 0000	
Pre-Consultation Meeting Date:	Property Information prepared: <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner(s)/Agent:	Pre-Consultation with:

1. CONTACT INFORMATION:

All communication will be directed to the Primary Contact only. Copies of correspondence will be sent to all parties and filed according to Township procedure.

Primary Contact: _____

a) Registered Owner(s): _____

(List all owners and contact information if multiple exist)

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

2. APPLICATION TYPE

- | | |
|--------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Provisional Consent | <input type="checkbox"/> Site Plan Approval |
| <input type="checkbox"/> Zoning By-law Amendment | <input type="checkbox"/> Plan of Subdivision |
| <input type="checkbox"/> Minor Variance | <input type="checkbox"/> Plan of Condominium |
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Other: |

3. BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT:

4. DESCRIPTION OF SUBJECT LANDS:

- Property Information print-out

a) Concession(s): _____

b) Lot(s): _____

c) Registered Plan No. : _____ Lot(s)/Block(s): _____

d) Reference Plan No. : _____ Part(s): _____

e) Geographic Township (former municipality): _____

f) Civic Address: _____

g) Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

h) Current Official Plan Designation: _____

Conformity with Official Plan use designation:

- Yes
 No

If No, what is the nature of the required amendment:

i) Current Zoning: _____

Conformity with current zoning:

- Yes
- No

If No, what is the proposed zoning: _____

j) Are there any easements or right-of-ways affecting the subject lands:

- Yes
- No

If yes, indicate and describe the purpose of the easement (eg. Hydro, access, Gas, etc.): _____

5. FEES REQUIRED:

Application	Township	North Bay Mattawa Conservation Authority	Province
Official Plan Amendment			
Rezoning / H Removal			
Plan of Subdivision/ Condominium			
Consent			
Minor Variance			
Site Plan			
Other			
TOTAL			

Note: fees are payable based on the fee schedule in effect on the day the application is made.

6. ADDITIONAL AGENCIES TO BE CONTACTED:

- Hydro One -Parry Sound Office (Severances)
- Ministry of Municipal Affairs & Housing (MMAH)
- Transport Canada (re: Airport)
- Ministry of Transportation (MTO)
- North Bay Mattawa Conservation Authority
- Department of Fisheries & Oceans (DFO)
- Canadian National Railway (CNR)
- Canadian Pacific Railway (CPR)
- Union Gas
- Wasauksing First Nation
- Surrounding Municipalities
- Muskoka District
- Other:

7. REQUIRED INFORMATION

(see Appendix for additional information)

7.0	Planning Justification Report	<input type="checkbox"/>
7.1	Site Evaluation Report	<input type="checkbox"/>
7.2	Conceptual Site Plan Layout	<input type="checkbox"/>
7.3	Storm Water/Functional Drainage Report	<input type="checkbox"/>
7.4 a.	File Review - NBMCA	<input type="checkbox"/>
7.4 b.	Water & Waste Water Servicing Report	<input type="checkbox"/>
7.5	Tree Preservation Study	<input type="checkbox"/>
7.6	Entrance/Access Approval	<input type="checkbox"/>
7.7	Traffic/Transportation Impact Study	<input type="checkbox"/>
7.8	Hydrogeology Study	<input type="checkbox"/>
7.9	Agricultural Impact Assessment Report	<input type="checkbox"/>
7.10	Market Impact Study	<input type="checkbox"/>
7.11	Financial Impact Study	<input type="checkbox"/>
7.12	Flood Line Study	<input type="checkbox"/>
7.13	Environmental Impact Study (EIS) Full Scoped	<input type="checkbox"/>
7.14	Noise and Vibration Study	<input type="checkbox"/>
7.15	Phase 1 Environmental Site Assessment	<input type="checkbox"/>

7.16	Phase 2 Environmental Site Assessment /Record of Site Condition Report	<input type="checkbox"/>
7.17	Visual Impact Study	<input type="checkbox"/>
7.18	Land Use Compatibility Study	<input type="checkbox"/>
7.19	Archaeological Report	<input type="checkbox"/>
7.20	Other (specify)	<input type="checkbox"/>

* See Appendix 1

Note: 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 dedication, peer review costs, payment of outstanding property taxes, legal, planning or engineering costs, costs for lifting 0.3-metre reserves, or reimbursement for road widening acquisition or road improvements.

8. NOTES:

1. The purpose of this Pre-Consultation 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 staff or the Township of Seguin to either support or refuse the application.
2. This information expires 90 days from the date of signing or at the discretion of the Director of Planning.
3. In the event this Pre-consultation Form expires prior to the application being accepted by the Township, another pre-consultation may be required.
4. An application submitted without the information identified in this Pre-consultation Agreement may be recommended for refusal based on insufficient information to properly evaluate the application.
5. Acknowledgement of Public Information:
The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies

and drawings, filed with any application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.

9. SIGNATURES:

Applicant/Owner/Agent Informed: Yes

Informed by: Phone Email Letter

Seguin Staff: _____

Owner: _____

Owner: _____

Agent: _____

APPENDIX 1 - Requirements for Reports/Studies and Plans

7.0 Planning Justification Report

The goal of a Planning Justification Report is to provide a background context, an overview of the purpose and effect of an application, and establish a professional planning rationale for the application by demonstrating how a proposal conforms to applicable planning policy documents and good planning principles. Reports are expected to vary widely in content and detail according to the nature and complexity of the application; however, all reports must include the following general sections:

- Introduction
- Site Context
- Description of Proposal
- Policy and Planning Analysis
- Summary/Conclusion
- Appendices/Maps/Plans

All reports must indicate the author of the report, and should be signed by a Registered Professional Planner (RPP) or a Certified Planning Technician (CPT).

7.1 Site Evaluation Report

Required for all applications for shoreline infill and residential development, as well as waterfront rezoning applications at the discretion of the Planning Department. The Site Evaluation Report shall include, at a minimum, the following:

- i) Sufficient information about the nature of the land, the development proposal, and the site's context in the lake system;
- ii) Site specific information such as a description of the land, site location, slope analysis, soil characteristics (depths, content, size), ground water flow, vegetation, drainage, erosion and flooding characteristics;
- iii) Description of the regional context of the site, detailing the lake ecosystem, surrounding land use and environment;
- iv) Environmentally sensitive areas shall be identified and analyzed, including wetlands, significant fish habitat, wildlife habitat, and species at risk;

- v) Potential impacts of the development on lake water quality, storm water quality and quantity, erosion, vegetation, habitat shoreline visual/aesthetic concerns should be identified;
- vi) The Site Evaluation Report shall assess the constraints and impacts of development and address if the constraints and impacts can be managed or mitigated effectively through the utilization of appropriate development control techniques;
- vii) The report shall also address the appropriateness of the proposed development and its ability to satisfy the principles and goals of this Plan in accordance with the policies of this Plan and specifically Section B.3 and B.14 of this Plan:
- viii) The recommendations of the Site Evaluation Report will be required to be implemented through a zoning by-law amendment and/or a Section 51 (26) agreement, site plan agreement, or a development permit.

7.2 Conceptual Site Plan Layout

General plan required showing proposed building envelopes, driveways, parking and landscape areas, and overall development concept.

7.3 Storm Water/Functional Drainage Report

Required for applications in accordance with Part the Official Plan at the discretion of the Township.

7.4 a. File Review – NBMCA

The NBMCA On-site Sewage System File Review Guide provides a quick overview of the requirements for constructing a new or replacement on-site Wastewater (Septic) Treatment Facilities in accordance with the Ontario Building Code. For existing systems, evaluations are done to determine the location, size of all components and current functioning status as well as their suitability to support additional wastewater loads.

7.4 b. Water & Waste Water Servicing Report

Required for all applications in settlement areas in accordance with the Official Plan and where lot sizes are less than 1.0 hectare or communal servicing is proposed.

7.5 Tree Inventory and Preservation Study

Required when a property under application proposes shoreline development within the required front yard. A tree survey must be prepared by a qualified professional, identifying all existing trees, their

type, size and condition, those trees proposed to be removed and retained, and the methods to be used to ensure preservation of those trees to be retained.

7.6 Entrance/Access Approval

Required to consult with Township Operations Department on all applications proposing access to a municipal road.

7.7 Traffic/Transportation Impact Study

Required for applications as determined by the Operations Department. For provincial highways contact the Ministry of Transportation.

7.8 Hydrogeology Study

a. Hydrogeological Study supporting lot sizes of less than 1.0 hectares shall be required where the proposed water supply will be from a domestic well. A study is not required if the a proposed water supply will be from treated lake source water.

b. Prior to the approval of any development application for three or more residential units or industrial and commercial developments, a Hydrogeological Study shall be prepared and submitted and have demonstrated that:

- i) the sewage systems will operate satisfactorily with no impact on water quality; and,
- ii) the wells will provide sufficient quantity and quality of potable water without impacting adjacent wells.

7.9 Agricultural Impact Assessment Report

Required for applications proposing new livestock facilities or new development adjacent to existing livestock operations.

7.10 Market Impact Study

Required for commercial applications at the discretion of the Planning Department. These studies must identify the primary trade area, and where this area may extend into other local municipalities, the Township will consult with the affected local municipalities. These studies will be evaluated by the Township on the basis of a peer review to be undertaken at the applicant's expense.

7.11 Financial Impact Study

Required for applications at the discretion of the Planning Department.

7.12 Flood Line Study

Required for applications on any property containing or abutting a creek or river feature or an uncontrolled lake water level. Surveyed flood line shall be incorporated into the applicant's subdivision or concept plan.

7.13 Environmental Impact Study

Required for applications as set out in the Township's Official Plan.

7.14 Noise and Vibration Study

Required for all properties abutting provincial roads and railroads or static noise. Sources at the discretion of the Planning Department.

7.15 Phase I Environmental Site Assessment

Required for all applications with a history of commercial or industrial use.

7.16 Phase II Environmental Site Assessment/Record of Site Condition Report

Required when the Phase I site assessment identifies the possibility of site contamination.

7.17 Visual Impact Study

Required for all applications for shoreline development in accordance with the Official Plan.

7.18 Land Use Compatibility Study

Required for applications on or within 500 metres of all landfill sites (active or closed.) Study requirements should be obtained from the Township. Required for applications proposing sensitive land uses in proximity to existing industrial uses, or proposing industrial uses in proximity to existing sensitive uses, in accordance with the Official Plan, and the Ministry of the Environment D-6 series guidelines.

7.19 Archaeological Report

Required for all applications in or near areas of archaeological potential. Reports must be completed in accordance with Provincial requirements.

7.20 Other:

Any other studies as determined to be necessary to facilitate proper consideration of the application.