



## The Corporation of the Town of Orangeville

### Pre-Consultation Meeting Request Form

Please note: There is a non-refundable fee for this application. Contact the Planning Division to confirm application fees at [planning@orangeville.ca](mailto:planning@orangeville.ca) or visit the [Application Fees](#) page. Payment of application fees can be made by cheque, cash or debit.

The County of Dufferin may request that applicants consult with County Planning staff prior to submitting an application to the Town of Orangeville. Please refer to the County's pre-consultation request [form](#), or contact the County Planning Department at [planner@dufferincounty.ca](mailto:planner@dufferincounty.ca).

#### REGISTERED OWNER

|                  |               |
|------------------|---------------|
| Name             |               |
| Address          |               |
| Telephone Number | Email Address |

#### APPLICANT INFORMATION *(if not the registered owner)*

|                  |               |
|------------------|---------------|
| Name             |               |
| Address          |               |
| Telephone Number | Email Address |

#### AGENT, SOLICITOR OR CONSULTANT *(if applicable)*

|   |               |
|---|---------------|
| Name of Agent, Solicitor or Consultant <i>(if applicable)</i> |               |
| Address   |               |
| Telephone Number  | Email Address |

#### PROPERTY DESCRIPTION

|  |                         |                            |
|--|-------------------------|----------------------------|
| Municipal Address  |                         |                            |
| Legal Description and Property Identification Number (PIN)   |                         |                            |
| Lot Frontage (m)   | Lot Depth (m)           | Lot Area (m <sup>2</sup> ) |
| Current Use of Property: <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Agricultural |                         |                            |
| Current Official Plan Designation  | Current Zoning Category |                            |

TYPE OF PRE-CONSULTATION REQUEST

Type of Pre-Consultation Meeting

☐ Minor

For proposals including Minor Variances, consents for easements, lot line adjustments or to sever one (1) new lot.

2025 Fee: **\$500.00**

☐ Standard

For proposals involving Minor SPA's<sup>1</sup>, Minor ZBA's<sup>2</sup>, Consents for 2 or more new lots, any other application not considered as minor or major pre-consult.

2025 Fee: **\$2,500.00**

☐ Major

For proposals involving OPA's, Major ZBA's<sup>3</sup>, Subdivisions, Standard condominiums.

2025 Fee: **\$3,500.00\*** Fee credited to Application Fee(s) when submitted

Notes for considering the type of Pre-Consultation Meeting:

1. **Minor Site Plan Application (SPA)** Involves: (i) the review of up to 2 updated or new technical studies/reports; and/or (ii) A small-scale development proposal where the size and site development issues are considered to be less complex.

2. **Minor Zoning By-law Amendment (ZBA):** an application for minor and small scale amendments to the Zoning By-law on a site-specific basis, which includes:

(i) Review of no more than three (3) technical studies/reports;

(ii) A request for additional permitted use(s) within an existing building or with no significant impacts on existing development standards;

(iii) Changes to development standards only to accommodate a minor development or lot creation; or

(iv) Minor changes to zone standards and/or general provisions related to the subject lands.

3. **Major Zoning By-law Amendment (ZBA):** An application that is significant in scale and scope, which may have impact beyond the subject lands. Such applications may involve any of the following:

(i) An application related to more than one property;

(ii) A site specific application considered to be a large scale development/redevelopment

(iii) A significant change in use for the subject lands;

(iv) Review of 4 or more technical studies/reports; or

(v) Significant changes to development standards and/or general provisions of the By-law pertaining to the subject lands.

Proposed Applications to be submitted:

☐ Official Plan and/or Zoning Amendment

☐ Subdivision or Condominium (non-exemption) Application

☐ Site Plan

☐ Minor Variance and/or Consent

Proposed Use of Property: ☐ Residential ☐ Industrial ☐ Commercial ☐ Institutional ☐ Agricultural

Details of proposed development:

PRE-CONSULTATION MEETING SCHEDULE

In accordance with the table below:

- Pre-consultation meetings are half an hour long, and regularly scheduled for every second Wednesday at 2:30 pm and 3:00 pm.
- Pre-consultation proposals must be received two weeks prior to the next scheduled meeting date.
- Pre-consultation proposals received by the deadline will be scheduled for the next meeting on a first-come, first-serve basis, with a maximum of two proposals reviewed per meeting date.

| Pre-Consultation Submission Deadline | Pre-Consultation Meeting Date |
|--------------------------------------|-------------------------------|
| December 18, 2024                    | January 8, 2025               |
| January 8, 2025                      | January 22, 2025              |
| January 22, 2025                     | February 5, 2025              |
| February 5, 2025                     | February 19, 2025             |
| February 19, 2025                    | March 5, 2025                 |
| March 5, 2025                        | March 19, 2025                |
| March 19, 2025                       | April 2, 2025                 |
| April 2, 2025                        | April 16, 2025                |
| April 16, 2025                       | April 30, 2025                |
| April 30, 2025                       | May 14, 2025                  |
| May 14, 2025                         | May 28, 2025                  |
| May 28, 2025                         | June 11, 2025                 |
| June 11, 2025                        | June 25, 2025                 |
| June 25, 2025                        | July 9, 2025                  |
| July 9, 2025                         | July 23, 2025                 |
| July 23, 2025                        | August 6, 2025                |
| August 6, 2025                       | August 20, 2025               |
| August 20, 2025                      | September 3, 2025             |
| September 3, 2025                    | September 17, 2025            |
| September 17, 2025                   | October 1, 2025               |
| October 1, 2025                      | October 15, 2025              |
| October 15, 2025                     | October 29, 2025              |
| October 29, 2025                     | November 12, 2025             |
| November 12, 2025                    | November 26, 2025             |
| November 26, 2025                    | December 10, 2025             |
| December 10, 2025                    | January 7, 2026               |

MATERIALS REQUIRED FOR PRE-CONSULTATION MEETING

- Application Form
- Application Fee
- Conceptual Site Plan
- Elevation Drawings (where applicable)

The quality and detail of information provided has a direct impact on the ability of staff to understand the proposal and to formulate appropriate and useful guidance. Staff may request an applicant provide any additional documents or hard copies as relevant, to allow staff to provide the most meaningful feedback possible.

Drawing Requirements (Digital Submission):

- Title Block with Title, Date and Version of Drawing
- All drawings must be drawn to scale (Preferred scales of 1:200 or 1:500)
- All measurements shall be in metric units only
- North arrow
- Key plan showing the location of the site within the Town of Orangeville
- Reference to the nearest intersection of public roads
- Municipal or legal address of proposed development
- Must be professionally prepared
- Where applicable, drawings must be stamped by registered engineers and/or Ontario Land Surveyors

SIGNATURES

|                               |                              |                 |
|-------------------------------|------------------------------|-----------------|
| Registered Owner (print name) | Registered Owner (signature) | Date DD/MM/YYYY |
| Applicant/Agent (print name)  | Applicant/Agent (signature)  | Date DD/MM/YYYY |

*This form must be completed by the Owner or Authorized Applicant/Agent and signed by the OWNER. All Correspondence, notices, etc. initiated by the Town in respect to this application will, unless requested, be directed to the applicant's agent noted above except where no agent is employed, then it will be directed to the applicant.*

*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.*

PRE-CONSULTATION PROCESS

For all application types, excluding Variance and Consent, a 2-Stage Pre-Consultation Process will be completed as follows:

