



## Township of Seguin CONSULTATION FORM

<b>ROLL # 4903-_____ - _____ - _____ - 0000</b>	
Consultation Meeting Date: _____	Property Information prepared: <input type="checkbox"/> Yes <input type="checkbox"/> No
Who attended the meeting: <input type="checkbox"/> Owner <input type="checkbox"/> Agent	Consultation with: <input type="checkbox"/> Planning Department Staff <input type="checkbox"/> Other Staff

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only.*

**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**

- Provisional Consent
- Zoning By-law Amendment
- Minor Variance
- Official Plan Amendment
- Site Plan Approval
- Plan of Subdivision
- Plan of Condominium
- Other: \_\_\_\_\_

**3. BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT:**

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**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
  - NoIf No, what is the nature of the required amendment: \_\_\_\_\_
- i) Current Zoning: \_\_\_\_\_  
Conformity with current zoning:
  - Yes
  - NoIf 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.):

\_\_\_\_\_

- k) Species at Risk (Natural Heritage Information Centre): \_\_\_\_\_

\_\_\_\_\_

- l) Fish Habitat: \_\_\_\_\_

\_\_\_\_\_

- m) G.I.S.: \_\_\_\_\_

\_\_\_\_\_

**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			
<b>TOTAL</b>			

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

**6. ADDITIONAL AGENCIES TO BE CONTACTED:**

- Ministry of Municipal Affairs & Housing (MMAH)
- Ministry of Transportation (MTO)
- North Bay Mattawa Conservation Authority
- Department of Fisheries & Oceans (DFO)
- Canadian National Railway (CNR)
- Canadian Pacific Railway (CPR)
- Union Gas
- Other: \_\_\_\_\_

## 7. REQUIRED INFORMATION

Reports, Studies, Plans (see Appendix for additional details)		No. of Copies	To be submitted with application	To be submitted during process or as a condition
7.1	Site Evaluation Report			
7.2	Conceptual Site Plan Layout			
7.3	Storm Water/Functional Drainage Report			
7.4	Water & Waste Water Servicing Report			
7.5	Tree Preservation Study			
7.6	Entrance/Access Approval			
7.7	Traffic/Transportation Impact Study			
7.8	Hydrogeology Study			
7.9	Agricultural Impact Assessment Report			
7.10	Market Impact Study			
7.11	Financial Impact Study			
7.12	Flood Line Study			
7.13	Environmental Impact Study (EIS) (Full) Scoped			
7.14	Noise and Vibration Study			
7.15	Phase 1 Environmental Site Assessment			
7.16	Phase 2 Environmental Site Assessment /Record of Site Condition Report			
7.17	Visual Impact Study			
7.18	Land Use Compatibility Study			
7.19	Archaeological Report			
7.20	Other (specify)			

\* 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.*



**9. 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.

**10. SIGNATURES:**

_____	_____	_____
Planning Staff (Print)	Planning Staff (Signature)	Date
_____	_____	_____
Operations Staff (Print)	Operations Staff (Signature)	Date
_____	_____	_____
Other Staff (Print)	Other Staff (Signature)	Date
_____	_____	_____
Other Staff (Print)	Other Staff (Signature)	Date
_____	_____	_____
Owner/Agent (Print)	Owner/Agent (Signature)	Date

## **APPENDIX 1**

### **Requirements for Reports/Studies and Plans**

#### **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, and wildlife habitat;
- 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 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**

Required for all applications proposing 5 or more lots on private water and septic services or proposing communal servicing system.

**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 Townships 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