

MANDATORY PRE-CONSULTATION Requirements and Procedures

In accordance with the **Planning Act**, and pursuant to the Township of Centre Wellington Pre-Consultation By-law 2023-47, applicants shall be required to undergo a mandatory two-phase pre-consultation process with the Township prior to submission of the following development applications:

- a) Official Plan Amendment
- b) Zoning By-law Amendment
- c) Draft Plan of Subdivision
- d) Draft Plan of Condominium
- e) Site Plan
- f) Other applications reference by the **Planning Act** as may be determined by the Township based on the application's complexity or relationship to other application types for which a mandatory pre-consultation applies.

Meeting Purpose

The purpose of the meeting is for Township staff and external agencies to provide a preliminary review of the development proposal prior to formal application and to identify drawings and supporting studies required for the submission of a complete application. The Township will require a two (2) phase preconsultation process.

- a) Phase one (1) is to include a Pre-Consultation Meeting between the applicant, municipality, and other designated authorities, as deemed necessary by the Planning and Development Department, for the evaluation of the application.
- b) Phase two (2) is to include a Pre-submission Review of the information and materials required to constitute a Complete Application, as identified in the **Planning Act** and Record of Pre-consultation.

Mandatory Information

The following information is required prior to Township staff scheduling a Pre-Consultation meeting:

- a) Completed Request for Pre-Consultation Application Form + Fee
- b) A site plan/concept plan of the proposal which includes the property location, lot lines, access and parking, buildings, landscaping, label measurements and concept elevations drawings (if available)

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Procedures

Once the applicant has submitted a completed request for pre-consultation application form, the Township shall:

- a) Schedule a meeting date with the applicant. The meeting can take place virtually or in person, as determined by the applicant;
- b) Circulate information to the various internal and external agencies for review and comment;
- c) Provide comments presented by relevant Township staff and agencies at the meeting.

Following the Phase one (1) pre-consultation meeting the applicant will receive a summary report that will identify the supporting documentation required to be submitted as part of the Phase two (2) Pre-submission review. Planning and Development staff may waive the requirements for the Phase 2 of the pre-consultation process.

Please note, mandatory pre-consultation does not imply or suggest any decisions whatsoever on behalf of the Township Staff or the Township of Centre Wellington. Participating in the pre-consultation process does not allow the owner, applicant, client and/or consultant to undertake any construction or preparatory work on the site, including grading.

All comments and direction offered by Township staff will be preliminary and based solely on the information provided at the time of the meeting. Once a formal application has been submitted, deemed complete and circulate for comments, additional information may be required during the processing of the formal application.

Please submit the pre-consultation request application form, fee and documents to development@centrewellington.ca. If further information is required, please contact Planning and Development staff at 519-846-9691.