



DEVELOPMENT APPLICATION PRE-CONSULTATION CHECKLIST

Prior to formal application, Armour Township policy requires a pre-consultation interview (no fee) with people intending to make development applications for the following:

- Official Plan Amendment
- Zoning By-law Amendment
- Minor Variance or Permission
- Consent to Sever land/Lots/Rights of Way
- Draft Plan of Subdivision / Condominium
- Final Subdivision / Condominium Approval
- Subdivision / Condominium Agreement
- Site Plan Control Agreement

The purpose of the pre-consultation interview is to implement the municipal plan review process established by the Provincial government thus incorporating a review of Provincial concerns under the provisions of the **Planning Act** at the beginning of the approvals process. This review will include Provincial concerns and the Armour Zoning By-law and Official Plan compliance review.

Applicants are strongly encouraged to take the time to have a reasonably detailed site plan or concept sketch available for review during the interview with staff and or council. This will assist all parties in clarifying proposals and identifying/narrowing issues as quickly as possible.

Pre-Consultation Interview Date: _____ Staff present: _____

Owner(s) present: _____ Agent present: _____

Site Address: _____

Assessment Roll No.: _____

Site Frontage / Area: _____

APPLICATION TYPE (check boxes where applicable):

Official Plan Amendment

Zoning By-law Amendment or Holding Zone removal

- Minor Variance / Permission
- Plan of Subdivision
- Consent
- Plan of Condominium
 - Standard
 - Common Element
 - Vacant Land
- Subdivision / Condominium Agreement
- Site Plan Agreement
- Other (specify) _____

1. Brief description of the proposed development:

2. Armour Township Official Plan designation: _____

3. Application conforms with Official Plan land use designation? YES ___ NO ___
If "NO" what is the nature of the amendment needed? _____

4. Existing Zoning: _____
Application conforms with existing zoning? YES ___ NO ___
If "NO" what change is proposed to the zoning? _____

adjacent uses and the surrounding area. These plans and related descriptive details may include building elevations, slopes, landscaping, drainage issues, effects on neighbouring properties, access issues, etc..

- Stormwater management plans (at application ____) (during processing ____)

Any major development or site alteration proposal should address how stormwater runoff will be handled in terms of water quality and quantity, lot grading and drainage controls, and erosion and sedimentation measures.

- Minimum distance (MDS I&II) separation report (at application ____)

(during processing ____)

Any non-agricultural use proposed within 300 metres of an active or potential livestock facility shall include a review of these facilities and calculations to determine conformity of the proposal with the MDS formulae requirements.

- Mineral aggregate resources (at application ____) (during processing ____)

Where development or site alteration is proposed on lands within or adjacent to an area of mineral aggregate resources identified in the Official Plan, it shall be demonstrated that access to the aggregate resources will not be hindered in the future, that aggregate extraction is not feasible, or that the proposed development serves a greater long term public interest than access to the aggregate deposit.

- Hydrogeological study & private sewage/water servicing (at application ____)

(during processing ____)

Any development proposing private sewage disposal and private drinking water systems should provide an assessment of soil and groundwater conditions, an evaluation of the ability of the site to accommodate private services and a plan illustrating the location of the services, drainage and lot grading.

- Environmental contamination report (at application ____) (during processing ____)

Any development or site alteration on lands or adjacent to lands that were previously used for a purpose that may have caused contamination of the property should be reviewed to address the need for further environmental testing or remediation in accordance with Provincial regulations/guidelines.

- Traffic / parking impact study (at application ____) (during processing ____)

Any development or site alteration that may have a significant impact on traffic flow and safety, may be required to provide an analysis of proposed parking and anticipated traffic flows.

- Flood plain demarcation (at application ____) (during processing ____)

For any development or site alteration proposed adjacent to the regulatory flood elevation as defined in Section 2.3.3 of the Official Plan, an Ontario Land Surveyor should provide spot elevations to determine the boundaries of the Flood Plain. Where development or site alteration is proposed adjacent to the Flood Plain as estimated by another method (ie. aerial photographic analysis), an applicant may be required to obtain a Flood Plain study by a qualified hydrological engineer to determine the boundaries and location of the regulatory flood elevation.

- Site assessment / environmental impact study (at application ____)
(during processing ____)

A preliminary site assessment may be required for certain types of development proposals as outlined in Official Plan Section 2.4.3(c)(iv). Such an assessment would determine whether more detailed work is warranted by a specialist. Any proposal for development or site alteration within or adjacent to any environmental constraint area including wetlands identified in the Official Plan or through a preliminary site assessment shall provide an inventory and assessment of sensitive features and functions to determine areas to be protected and any mitigation measures necessary. This assessment may include a tree or wetland preservation plan if the proposed development may have an adverse effect on wetlands or a significant tree or group of trees including a woodlot.

- Air quality, noise and/or vibration study (at application ____) (during processing ____)

Any development of a sensitive land use that is located near a major facility such as a transportation corridor, industrial use, sewage treatment facility, railway or landfill operation should provide a study addressing potential air quality, noise and/or vibration issues.

- Land assembly documents (at application ____) (during processing ____)

- Hydro corridor land use application (at application ____) (during processing ____)

- Financial impact assessment (at application ____) (during processing ____)

Any major residential or commercial development should provide evidence to address the financial implications of the proposal on the provision of municipal services and utilities by the Township and the surrounding municipalities that share in the cost of providing those services, such as the Landfill / Recycling Centre..

- Archaeological report (at application ____) (during processing ____)

An archaeological assessment shall be required for any development or site alteration proposed in proximity to lands that contain known archaeological resources or areas of archaeological potential.

- Heritage impact analysis (at application ____) (during processing ____)

Any development or site alteration proposed on or adjacent to lands, structures or buildings designated under the **Ontario Heritage Act** or listed on a heritage resource inventory approved by Council shall require a heritage impact assessment.

- Other (specify) _____

NOTES

1. 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 dedications, payment of outstanding property taxes, and reimbursements for road widenings or road improvements.
2. The purpose of this checklist is to identify the information required to be submitted with this development application, plus information anticipated to be required later during the processing of the application.
3. Pre-consultation does not imply or suggest any decision whatsoever on behalf of Armour Township staff or the Corporation of the Township of Armour to either support or refuse the application.
4. An application submitted without the information identified in this pre-consultation checklist may be recommended for refusal based upon insufficient information to properly evaluate the application.
5. The Township of Armour 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.