



DEVELOPMENT APPLICATION PRE-CONSULTATION CHECKLIST

Prior to formal application, Armour Township policy requires a pre-consultation interview (no fee) with individuals 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
- Road / Shore Road Allowance Purchase
- 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: _____

Mailing Address: _____

Agent present: _____

Contact Info.: _____
(Address, Email,
Phone #'s, etc.) _____

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
- Consent
- Road / Shore Road Allowance Purchase
- Site Plan Agreement
- Plan of Subdivision
- Plan of Condominium
 - Standard
 - Common Element
 - Vacant Land
- Subdivision / Condominium 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? _____

5. **FEES REQUIRED**

Official Plan Amendment:	_____	_____
	Deposit	Admin. Fee
Re-zoning:	_____	_____
	Deposit	Admin. Fee
Consent:	_____	_____
	Deposit	Admin. Fee.
Road / Shore Allowance:	_____	_____
	Deposit	Admin. Fee. (+ Cost of Land)
Plan of Subdivision:	_____	_____
	Deposit	Admin. Fee.
Plan of Condominium:	_____	_____
	Deposit	Admin. Fee
Site Plan Control Agreement:	_____	_____
	Deposit	Admin. Fee
Minor Variance / Permission:	_____	_____
	Admin. Fee	

Note: Fees are payable based on fee schedules in effect on the date the complete application is made. Administration fees are non-refundable and HST applied to all services provided. Please contact the appropriate organizations/agencies for all other applicable fees.

6. Additional agencies to be contacted: _____

7. Required information for a complete application: (check where applicable)

Planning justification report (at application) (during processing)

Any proposal for development or site alteration should demonstrate that it conforms with the goals, objectives and policies of Provincial plans and the Armour Official Plan and whether it is consistent with the Provincial Policy Statement.

Land Use / market needs study (at application) (during processing)

Any proposal for major commercial or residential development should address the supply of available land and future land use needs of the Township.

Conceptual site plan layout (at application) (during processing)

Any proposal where a site plan agreement is required should include plans illustrating how the proposal will be compatible with the character of 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.

- Storm water management plans (at application) (during processing)
Any major development or site alteration proposal should address how storm water 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) **On site plan drawing**
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 widening 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.