



TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

Planning & Building Services
www.newmarket.ca
info@newmarket.ca
905.895.5193

Preliminary Meeting Application Form

A preliminary meeting is required prior to the acceptance of an application for Official Plan Amendment, Zoning By-Law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan Approval. The preliminary meetings are hosted by the Planning Division and may include representatives from various Town Departments or external agencies as required.

The preliminary meeting allows the applicant and/or their representatives to present and discuss the development proposal with relevant staff and also provides staff the opportunity to clarify the application process, provide preliminary comments on the development proposal, identify key issues and the approvals that will be required and confirm the supporting information/materials that must be submitted with the planning application in accordance with the Town of Newmarket's Official Plan policies in order to be considered a complete application under the *Planning Act*.

Submission Requirements

Prior to meeting with Town Staff, the applicant must submit the following requirements:

Required Documents	Completed
Preliminary Request Form (attached)	
Zoning Matrix in a chart form which lists the applicable Zoning By-law standards and the proposed standards for the site (please see below example)	
PDF copies of an 11"x17" size drawing (or larger) which illustrates the following: (All measurements to be in metric; drawn to scale)	
Location of property and immediate surroundings (including property dimensions)	
Use of adjoining lands	
Location of existing and proposed structures and features, including:	
<ul style="list-style-type: none">• Pedestrian and vehicular access (including adjacent accesses and intersections)	
<ul style="list-style-type: none">• Parking and circulation	
<ul style="list-style-type: none">• Location/width/names of all road allowances, rights of way, streets or highways	
<ul style="list-style-type: none">• Restrictive covenants or easements affecting the subject land	
<ul style="list-style-type: none">• Location of all existing trees and vegetation, watercourses, drainage ditches, slopes and natural features (and location of any of these features on adjacent lands which may affect the applications)	
<ul style="list-style-type: none">• Services and utilities (including the location of connections at property line)	
Other relevant information, as appropriate, to assist staff in understanding the proposal	
Fees	
Preliminary meeting Deposit Fee of \$500.00 (payment details below)	
Preliminary meeting fee (\$750.00) to the LSRCA , contact Kelly at k.nesbitt@LSRCA.on.ca to process payment.	

The preliminary meeting deposit of \$500 will be deducted from application fees for subsequent Planning Application(s) that are filed. To submit the fee a cheque can be mailed to the address below or it can be called into the Customer Service Center at 905-895-5193 and paid with a credit card.
The account number is: 68121.7453.

Town of Newmarket
Attention Planning Department,
395 Mulock Drive
P.O. Box 328 Stn Main
Newmarket, Ontario, L3Y 4X7

Timing and Required Information

Complete and return the preliminary meeting request, the supporting submission material and deposit fee to the Planning Division. Upon receipt of a completed Preliminary Meeting Application Form and all required/supplementary information, Town staff will schedule a preliminary meeting between the applicant/agent and the relevant Town/agency staff.

Following the preliminary meeting, staff will provide the applicant and/or owner with a signed Record of Preliminary Meeting. The Record will contain a list of information and material that will be required to process the subject applications. The Record of Preliminary Meeting must be submitted with the application along with all of the required information and materials to be considered a "Complete Application". Any comments received from a preliminary meeting are strictly intended for advising on what is required for a complete application.

The Town will undertake a pre-application submission review of the material and provide detailed comments once all of the required drawings and studies have been received. The application will be deemed complete once all substantial comments have been addressed and the fees have been paid. A full evaluation of your proposal will be conducted when a formal application is submitted, at which point staff will render their opinion and provide their recommendations to the appropriate approval authority.

Preliminary Meeting Application Form

Part One: General Information

1. Registered Owner

Name: _____

Principal of Company (If Owner is a company name): _____

Address: _____

_____ Postal Code: _____

Phone: _____ Ext. _____ E-mail: _____

2. Applicant (if other than the registered owner for contact purposes)

Name: _____

Principal of Company (If Owner is a company name): _____

Address: _____

_____ Postal Code: _____

Phone: _____ Ext. _____ E-mail: _____

3. Type of Application

a) This is a preliminary meeting request for (check all that apply):

- ☐ Official Plan / Secondary Plan Amendment
- ☐ Zoning Bylaw Amendment
- ☐ Draft Plan of Subdivision
- ☐ Draft Plan of Condominium
- ☐ Site Plan Approval

b) Have you had any previous discussions with Planning Staff with respect to this proposal?

☐ Yes ☐ No

If yes, with who have you consulted?

Part Two: PROJECT INFORMATION

1. Description of Property

- a) Municipal Address: _____
- b) Assessment Roll Number: _____
- c) Legal Description: _____
- d) Lot Area (Square Metres): _____
- e) Existing Official Plan/Secondary Plan Designation: _____
- f) Existing Zone: _____
- g) Existing Use of the Subject Property: _____

2. Proposal Details

Please provide a **detailed** description of the proposal (including but not limited to: number of proposed/existing units, number of employees, size and use of any proposed and/or existing buildings, proposed Official Plan designation, proposed zoning category, etc.). Please provide additional details on a separate sheet if required.

Zoning Matrix Example

Complete and then copy and paste the Zoning Matrix Example below onto the site plan drawing. Please note that it is incomplete. All other Zoning Standards outlined in the applicable Zoning By-law shall also be provided.

Zoning By-law Standards Applicable By-law No. _____	Required	Proposed
Lot Area		
Lot Frontage		
Front Yard Setback		
Rear Yard Setback		
Exterior Side Setback(s)		
Interior Side Setback(s)		
Building Height		
Building Separation		
Floor Space Index		
Lot Coverage		
Finished First Floor Height		
Residential Driveway Width		
Residential Driveway Length		
Number of Parking Spaces		
Parking Ratio Applied		
Number of Bicycle Parking Spaces		
Bicycle Parking Space Applied		
Number of Barrier Free Parking Spaces		
Landscape Buffer(s) Width		
Parking Lot Aisle Widths		
Parking Space Dimensions (size: length x width)		
Parking Lot Number of Entrances		
Parking Lot Entrance Width		
Uninterrupted pedestrian connection from sidewalk to building(s)		
Number of Loading Spaces		
Loading Space Dimension (size: length x width)		
Etc.		

1. Consultant Team

List additional team members on a separate sheet (if required)

<u>Discipline</u>	<u>Consultant Name</u>	<u>Professional Designation</u>	<u>Name of Firm</u>
Planner	_____	<input type="checkbox"/> MCIP RPP	_____
Engineer (grading, stormwater, servicing, etc.)	_____	<input type="checkbox"/> P. Eng	_____
Project Manager	_____	<input type="checkbox"/> OALA	_____
Landscape Architect	_____	<input type="checkbox"/> OAA	_____
Architect	_____		_____
Other	_____		_____

2. Declarations

I have reviewed, and believe that the proposal has been designed to be generally consistent with the Town's relevant Planning Documents (Official Plan / Urban Centres Secondary Plan / Zoning By-law, etc.), notwithstanding any requested amendments.

Initial: _____

SITE PLAN APPLICATIONS ONLY

I have read, understood, and generally agree to the process and timelines for Site Plan Application submissions as outlined on page 1 and in Section 2.13.1 of the Town of Newmarket's Site Plan Manual.

Initial: _____

By submitting this application, I agree to allow the Town of Newmarket, its employees and agents to enter the subject property for the purpose of conducting visual surveys that may be necessary to process this request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or re-grade the site during the processing of this request.

Owner, Applicant or Authorized Agent Name
(Please Print)

Signature of Owner, Applicant or Authorized Agent

Date

-----for staff use only-----

Preliminary Meeting Request accepted by:

Name

Date