



**CITY OF TIMMINS
COMMUNITY AND DEVELOPMENT SERVICES DEPARTMENT
PRECONSULTATION PACKAGE, GUIDE AND FORM FOR:**

**Official Plan Amendment
Zoning By-law Amendment
Site Plan Control
Draft Plan of Subdivision
Draft Plan of Condominium
Consent/Severance
Minor Variance**

City of Timmins
220 Algonquin Boulevard East
Timmins, ON P4N 1B3

December 8, 2015

1. Introduction

The City of Timmins By-law No. 2013-7356 requires preconsultation with City Planning staff prior to submitting an application for an Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval, Draft Plan of Subdivision and Draft Plan of Condominium. It is encouraged to preconsult prior to submitting an application for consent/severance and minor variance. The Preconsultation package has been developed to provide assistance to the applicant during the preconsultation process and provides information on what constitutes a complete application

2. Purpose of the Preconsultation Process

The purpose of preconsultation is to provide an opportunity for the applicant to review their development proposal with City Staff and other key agencies as applicable when the proposal is preliminary. This provides for early identification of issues, constraints and opportunities. Preconsultation involves the applicant providing conceptual, descriptive and sometimes technical information on a development proposal to City Staff and key agencies, if applicable, to assist them in assessing the completeness of the application and the merits of a proposal.

Topics for discussion may include land use policies and guidelines, zoning information, public consultation, engineering requirements, development review and application fees. The Preconsultation Process will provide the applicant with the following:

- Information on what applications are required to permit their development proposal.
- Information on what studies and documentation will be required in support of the required applications.
- The application processing fees associated with the proposal.
- The estimated timeframe to process the application once a complete application is received by the City.

3. How to Proceed through the Preconsultation Process

The applicant should begin the preconsultation process at the earliest possible time. It is appropriate to contact the City to discuss the development proposal as soon as the specifics of the proposal are known to the applicant. The City has designed a two-step preconsultation process to help promote the exchange of information and development considerations early in the planning process.

1. Planning Review

The applicant should contact Planning Staff and advise them of their desire to begin the preconsultation process. Staff will ask the applicant a number of questions about the proposal to determine the extent of preconsultation that will be required. Planning Staff

will request that the applicant provide a completed Preconsultation Request Form (included in the Preconsultation package) for preliminary review and information on their proposal in accordance with preconsultation information requirements.

Planning Staff will review the information provided by the applicant and circulate it to relevant City Staff and outside agencies for their review and comment. Generally a 15 to 20 business day period is provided for comments. Depending on the complexity of the application, Planning Staff may bring the preconsultation submission to the City of Timmins Community Development Committee (CDC) meeting which is held weekly to receive direction from the Committee. Following the comment period and the CDC meeting as necessary, Planning Staff will contact the applicant to advise them of what the next steps are.

2. Preconsultation Meeting

Should it be deemed necessary based on the Planning Review, a preconsultation meeting will be scheduled with the applicant, internal City Staff and agencies. This meeting will be coordinated by Planning Staff and will be dependent on individual schedules. The purpose of the preconsultation meeting is to engage the necessary internal City Staff and agencies in communication with the applicant. City Staff and agencies will be provided with the information submitted by the applicant at least ten business days in advance of this meeting.

At the conclusion of the preconsultation process the applicant will be provided with written comments that describes the requirements for a complete application. It is now up to the applicant to submit the development application in accordance with the agreement.

Contact Information

To commence the preconsultation process for an Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval, Draft Plan of Subdivision, Draft Plan of Condominium and Consent/severance, please contact:

Cindy Welsh, MCIP, RPP
Manager of Planning
Development and Community Services Department
City of Timmins
220 Algonquin Boulevard East
Timmins, ON P4N 1B3
Tel: (705)360-2600, ext. 3377
Fax: (705) 360-2678
E-mail: cindy.welsh@timmins.ca

To commence the preconsultation process for Minor Variance, please contact:

Dave St. Onge, BA
Community Development Planner
Development and Community Services Department
City of Timmins
220 Algonquin Boulevard East
Timmins, ON P4N 1B3
Tel: (705) 360-2600, ext. 3347
Fax: (705) 360-2678
E-mail: dave.st.onge@timmins.ca



CITY OF TIMMINS PRECONSULTATION GUIDE

Preconsultation Process

In accordance with City of Timmins By-law No. 2013-7356, mandatory Preconsultation Meetings must occur prior to the submission of an application for the following *Planning Act* applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Site Plan Control/Amendment
- Plan of Subdivision
- Plan of Condominium

A Preconsultation meeting may also occur prior to the submission of the application for the following *Planning Act* applications:

- Consent/severance
- Minor Variance

There is no fee for the Preconsultation meeting. Preconsultation is a confidential process.

The Preconsultation process allows the applicant to present the development proposal to the City and gives City staff and key agencies the opportunity to:

- clarify the application process;
- provide preliminary comments and identify key issues; and
- identify and confirm the necessary plans, supporting studies and any other information that will be required in order to be considered a complete application.

Note that various City Departments and external agencies may attend the Preconsultation Meeting including but not limited to Planning, Building, Engineering, Fire, Police and the Mattagami Region Conservation Authority.

Any technical comments made at the Preconsultation Meeting are preliminary and subject to further review and circulation of a complete application. It will not imply or suggest any decision to either support or refuse the application.

Preconsultation Meetings will not be scheduled until the required information has been provided to the City of Timmins.

If you have any questions regarding the preconsultation process, please contact:

Cindy Welsh, MCIP, RPP
Manager of Planning
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CITY OF TIMMINS PRECONSULTATION FORM

1. APPLICANT INFORMATION

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

APPLICANT/AGENT INFORMATION

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

2. SUBJECT PROPERTY INFORMATION

Civic Address: _____

Legal Description: _____
(Lot, Concession, Plan Number)

Lot Area: _____
(Hectares/Acres)

3. CURRENT AND PROPOSED LAND USES

Current Land Use: _____

Proposed Land Use: _____

Current Official Plan Designation: _____

Proposed Official Plan Designation: _____

Current Zoning: _____

Proposed Zoning: _____

Is the property affected by the regulations of the Mattagami Region Conservation Authority? Yes _____ No _____

4. APPLICATION TYPE (check one or more)

Official Plan Amendment _____
Zoning By-law Amendment _____
Site Plan Control/Amendment _____
Plan of Subdivision _____
Plan of Condominium _____
Consent/Severance _____
Minor Variance _____

5. CONCEPT PLAN TO ACCOMPANY APPLICATION

The City requires a conceptual plan showing the following info:

- Boundary of property and location of lot lines
- Location of buildings and structures
- Building setbacks
- Number of proposed/existing units
- Floor areas
- Building height
- Landscaping
- Parking areas
- Servicing (municipal water, sanitary, storm; private well, septic or ditching)
- Location of entrances and roadways

***Include a copy of the concept plan on legal or 11"x17" size paper.
Digital (PDF) version of all drawings is required.***

6. AUTHORIZATION FORM

The owner(s) formal authorization permitting the applicant to make this application on the owner(s) behalf to the City of Timmins.

I/We _____, the owner's of the property subject of this application, hereby authorize _____ to make this application on my/our behalf to the Corporation of the City of Timmins.

Witness (other than applicant)

Owner's Signature

Date: _____

Date: _____

(Complete and Signed)

7. AFFIDAVIT/SWORN DECLARATION BY APPLICANT

An affidavit/sworn declaration by the applicant certifying that the information containing in this application form is true.

I, _____, of the _____
(Name) **(City)**

in the _____, do solemnly declare that:
(District, Province)

I am the applicant in this application.

All of the information and statements made in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the

_____ in the _____
(City) **(District, Province)**

This _____ day of _____, 20_____.

Applicant's Signature

Witness

8. SUBMISSION

Upon receipt of a complete Preconsultation Form and concept plan, Planning Department staff will contact the Applicant or their Agent to arrange a Preconsultation Meeting and will provide written comments following the meeting. The Preconsultation Form and concept plan should be submitted to the following Planning staff:

For an Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval, Draft Plan of Subdivision, Draft Plan of Condominium and Consent/severance, please contact:

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Manager of Planning
Development and Community Services Department
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