



## STAGE 1 PRECONSULTATION REQUEST FORM

Stage 1 Preconsultation is required for all Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Condominium and Site Plan Control applications.

The purpose of the Stage 1 Preconsultation process is to allow the City to review your preliminary proposal and identify the list of required plans, studies, material and information required for a complete application. If any reports need to be reviewed by the City prior to a complete submission, then the City will advise that Stage 2 Preconsultation will be required. There is a separate request form and fee for Stage 2 Preconsultation.

### FEES:

Please consult with Planning staff to determine the appropriate fee and applications requiring Preconsultation. Once you've determined the appropriate fee and applications, please check the applicable Stage 1 Preconsultation:

- |                          |   |         |
|--------------------------|---|---------|
| <input type="checkbox"/> | Official Plan Amendment or Zoning By-law Amendment  | \$1,000 |
| <input type="checkbox"/> | Draft Plan of Subdivision and/or Condominium  | \$1,000 |
| <input type="checkbox"/> | Site Plan Approval or Major Site Plan Amendment   |         |
| <input type="checkbox"/> | Up to 10 lots/units/POTLs/blocks for residential or up to 500m <sup>2</sup> of Gross Floor Area for ICI                 | \$1,000 |
| <input type="checkbox"/> | 11 - 20 lots/units/POTLs/blocks for residential or 501m <sup>2</sup> to 9,999m <sup>2</sup> of Gross Floor Area for ICI | \$2,000 |
| <input type="checkbox"/> | More than 20 lots/units/POTLs/blocks for residential or 10,000 m <sup>2</sup> or greater of Gross Floor Area for ICI    | \$3,000 |

For concurrent applications, only one fee will be applicable (at the highest applicable rate). Stage 1 Preconsultation is only valid for one year from the date of Stage 1 Preconsultation Comments issued by the City to either submission of Stage 2 Preconsultation or submission of the formal planning application(s) for the proposed development (if Stage 2 Preconsultation was not required), unless otherwise granted an extension from the General Manager of Development Services and Engineering. A new Stage 1 Preconsultation and fee may be required if there are substantial changes to the proposed development between Stage 1 Preconsultation and Stage 2 Preconsultation and/or formal submission of the application(s).

Contact Information  
Email: [planning@orillia.ca](mailto:planning@orillia.ca)  
Telephone: 705-325-2622



## **SUBMISSION REQUIREMENTS:**

All submission materials, including the Stage 1 Preconsultation Request Form, is required to be in a digital format and include the subject property's municipal address and the nature of the Preconsultation application requested within the email subject line. For example: 123 Front Street South – Stage 1 Preconsultation for a Zoning By-law Amendment.

- Covering Letter describing the proposed development
- Site Plan including:
  - North arrow
  - Municipal address of the property
  - Dimensioned property boundaries
  - Names of streets fronting the property
  - Existing/proposed building location, size & setbacks from all lot lines
  - Driveway entrances with dimensions
  - Main (principal) entrance to proposed building
  - Location of the nearest fire hydrant and/or Siamese connection at the building
  - Number of parking spaces
  - Location of any watercourses, drainage ditches, and natural features which may affect the application
  - Surrounding land uses
  - Zoning Matrix
- Conceptual Building Elevations for Proposed Buildings more than 3 storeys in height
- Completed Stage 1 Preconsultation Request Form
- Submission of Stage 1 Preconsultation Fee

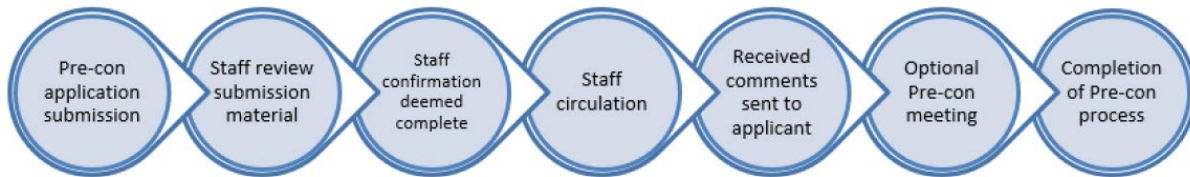
## **TIMELINE:**

Via email to the applicant, Staff will provide confirmation that all required information has been provided in order to deem the Stage 1 Preconsultation application and associated materials complete.

Staff will provide a timeframe for the circulation of the submission to other City Departments and agencies. This circulation process typically takes 4 to 6 weeks depending on the complexity of the proposed development.

A Preconsultation meeting can be scheduled with City Staff once the Stage 1 Consolidated Comments have been provided to the applicant.

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Telephone: 705-325-2622



<b>PROPERTY INFORMATION</b>
<b>Municipal Address:</b>  
<b>Type of Application:</b> <input type="checkbox"/> <b>Official Plan Amendment</b> <input type="checkbox"/> <b>Zoning By-law Amendment</b> <input type="checkbox"/> <b>Draft Plan of Subdivision/Condominium</b> <input type="checkbox"/> <b>Site Plan Control</b>
<b>APPLICANT INFORMATION</b>
<b>Applicant:</b> <input type="checkbox"/> Owner, or <input type="checkbox"/> Authorized Agent of Owner
<b>Name:</b>  
<b>Applicant's Address:</b>  
<b>Email:</b>  
<b>Telephone Number:</b>  
<b>Owner (if different from Applicant):</b>  

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LAND USE – Existing and Proposed	
Existing Official Plan Designation:	Proposed Official Plan Designation:
Existing Zoning:	Proposed Zoning:
Existing Use:	Proposed Use:
Description of Proposal:	
<b>HISTORY:</b>	
Has the subject property been or known to contain sensitive environmental land uses such as Gas Stations, Commercial or Industrial, etc.? Please indicate: <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, please specify:	



**DISCLAIMER:**

Any comments made during Stage 1 Preconsultation are preliminary and subject to further review and circulation at the time of Stage 2 Preconsultation (if required) and a complete and formal application. Commenting on the Preconsultation will not imply or suggest any decision to either support or refuse the application. Further, participating in Preconsultation does not allow the undertaking of construction and/or site alteration, including the clearing of trees and vegetation. Comments shall remain in effect for the period of one (1) year from the date the City issued Stage 1 Preconsultation Comments, following which a subsequent Preconsultation application may be required.

The Owner/Applicant acknowledges that Stage 1 Preconsultation may result in the need to undertake Stage 2 Preconsultation, depending on the complexity of the proposal, prior to submission of a formal application.

\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date