



**STAGE 2 PRECONSULTATION REQUEST FORM  
(ONLY APPLICABLE IF STAGE 1 PRECONSULTATION HAS BEEN COMPLETED)**

Stage 2 Preconsultation is required for all Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Condominium and Site Plan Control applications where it was identified during Stage 1 Preconsultation that Stage 2 Preconsultation would be required.

The purpose of the Stage 2 Preconsultation process is for the City and its Peer Reviewers to review any required reports, studies and/or assessments identified as required during Stage 1 Preconsultation to ensure the reports/studies/assessments conform to the City's Official Plan, any associated Terms of Reference, standards or guidelines established by the City prior to deeming an application complete. At the same time, City staff will review any plans submitted with Stage 2 Preconsultation to continue to advance the approval process.

Stage 2 Preconsultation can be a time-consuming process requiring multiple submissions before acceptance by the City to move to the formal submission of an application(s). With each submission, a new Stage 2 Preconsultation Request Form together with the appropriate fees is required.

**SUBMISSION REQUIREMENTS:**

All submission materials identified as being required as part of the City's Consolidated Stage 1 or 2 Preconsultation Comments, including the Stage 2 Preconsultation Request Form and associated fees, is required to be submitted 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 2 Preconsultation for a Zoning By-law Amendment.

Please identify your round of submission for Stage 2 Preconsultation (recognizing that several reviews may be required by the City and its Peer Reviewers in order to deem the studies/reports/assessments to be in conformity with the City's policies, standards, and guidelines):

- 1<sup>st</sup> Submission
- 2<sup>nd</sup> Submission
- 3<sup>rd</sup> Submission

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



**FEES:**

Please consult with Planning staff to determine the appropriate fees and applications required for Stage 2 Preconsultation. Once you've determined the appropriate fees and applications, please check the applicable Stage 2 Preconsultation below. The following fees are only applicable at 1<sup>st</sup> Submission of Stage 2 Preconsultation:

- |                          |   |          |
|--------------------------|---|----------|
| <input type="checkbox"/> | Official Plan Amendment or Zoning By-law Amendment  | \$5,000  |
| <input type="checkbox"/> | Draft Plan of Subdivision and/or Condominium  |          |
| <input type="checkbox"/> | Up to 20 lots/units/POTLs/blocks  | \$5,000  |
| <input type="checkbox"/> | 21 or more lots/units/POTLS/blocks  | \$10,000 |
| <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) **PLUS** the Report Review Fee (per report submitted per submission) and/or Peer Review Deposits.

The following fees are applicable for any Stage 2 Preconsultation submission (whether it be 1<sup>st</sup> Submission, 2<sup>nd</sup> Submission or 3<sup>rd</sup> Submission):

Report Review Fee Calculation:

Fee of \$200 per Report for each report submitted to be reviewed by the City.

Insert Number of Reports: \_\_\_\_\_ x \$200

Total Report Review Fee = \$ \_\_\_\_\_

Note: The \$200 report review fee is NOT applicable for any report that is to be peer reviewed.

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Peer Review Deposit Calculation:

Fee of \$5,000 per Report for each report submitted to be peer reviewed.

Insert Number of Reports: \_\_\_\_\_ x \$5,000

Total Peer Review Fee = \$ \_\_\_\_\_

Note: The Owner/Applicant is required to pay the full cost of the peer reviews. \$5,000 is an initial deposit although the total cost of a single peer review is typically more than \$5,000. Reports that are always peer reviewed by the City are Environmental Impact Studies and Hydrogeological Reports. If other reports are to be peer reviewed, this will be identified in the City's Stage 1 Preconsultation Comments.

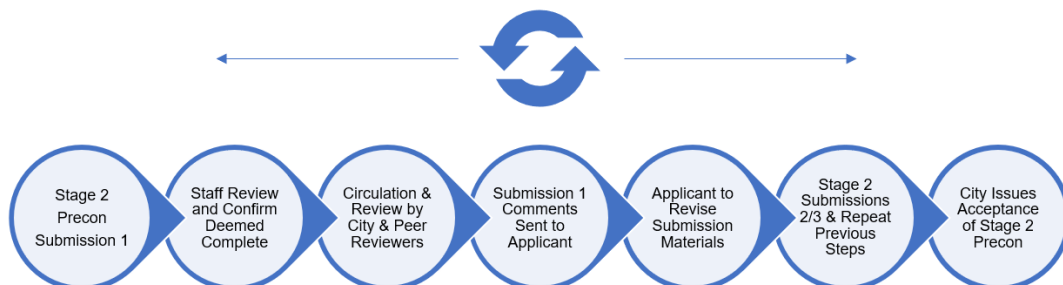
Stage 2 Preconsultation is only valid for one year from the date of 1<sup>st</sup> Submission Stage 2 Preconsultation Comments issued by the City to submission of the formal planning application(s) for the proposed development unless otherwise granted an extension from the General Manager of Development Services and Engineering. A new Stage 1 Preconsultation (and associated Stage 2 Preconsultation) and their associated fees may be required if there are substantial changes to the proposed development between Stage 1 Preconsultation and Stage 2 Preconsultation.

**TIMELINE:**

Via email to the applicant, Planning Staff will provide confirmation that all required submission materials have been provided in order to deem the Stage 2 Preconsultation application and associated materials complete for each submission received by the City.

Be advised that reviewing studies/reports/assessments for conformity to the City's policies, standards and guidelines will likely require more than one submission. It is estimated that each submission will take 6 – 8 weeks for the City to provide consolidated comments depending on the complexity of the proposed development.

The City will advise when all reports/studies/assessments have been completed to the City's satisfaction and will notify the applicant that they may now submit their formal application.



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<b>PROPERTY INFORMATION</b>
<b>Municipal Address:</b>
<b>Type of Application:</b> <input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Zoning By-law Amendment <input type="checkbox"/> Draft Plan of Subdivision/Condominium <input type="checkbox"/> Site Plan Control
<b>Date of Stage 1 Preconsultation Comments Provided by the City:</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>



**DISCLAIMER:**

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 Stage 2 Preconsultation Fee was received.

The Owner/Applicant acknowledges that Stage 2 Preconsultation has not concluded until the City issues its acceptance of the studies/reports/assessments as being in conformity with the City's policies, standards and guidelines. Until formal acceptance of the studies/reports/assessments has been issued by the City, a formal application will be deemed incomplete in accordance with Policy 7.1.8 of the City's Official Plan.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date