



**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):

1st Submission

2nd Submission

3rd Submission

Contact Information
Email: planning@orillia.ca
Telephone: 705-325-2622



FEES:

[See Planning Application Fees linked here for applicable fee](#)

FEE SUBMITTED: \$ _____

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 1st Submission of Stage 2 Preconsultation **PLUS** the Report Review fees and/or Peer Review deposits (see below):

Official Plan Amendment or Zoning By-law Amendment

Draft Plan of Subdivision and/or Condominium

Up to 20 lots/units/POTLs/blocks

21 or more lots/units/POTLS/blocks

Site Plan Approval or Major Site Plan Amendment

Up to 10 lots/units/POTLs/blocks for residential or up to 500m² of Gross Floor Area for ICI

11 - 20 lots/units/POTLs/blocks for residential or 501m² to 9,999m² of Gross Floor Area for ICI

More than 20 lots/units/POTLs/blocks for residential or 10,000 m² or greater of Gross Floor Area for ICI

The following fees are only applicable at Subsequent Submissions of Stage 2 Preconsultation plus Report Review Fees:

More than 1 submission for Stage 2 Preconsultation (fee per additional submission)

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

Report Review Fee:

Fee per Report for each report submitted to be reviewed by the City.

Insert Number of Reports: _____

Note: Report review fee is NOT applicable for any report that is to be peer reviewed.

Contact Information

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Peer Review Deposit:

Deposit per Report submitted to be peer reviewed.

Insert Number of Reports: _____

Note: The Owner/Applicant is required to pay the full cost of the peer reviews. The initial deposit may not be sufficient to cover the total cost of a single peer review and an additional deposit may be required. 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 1st 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.

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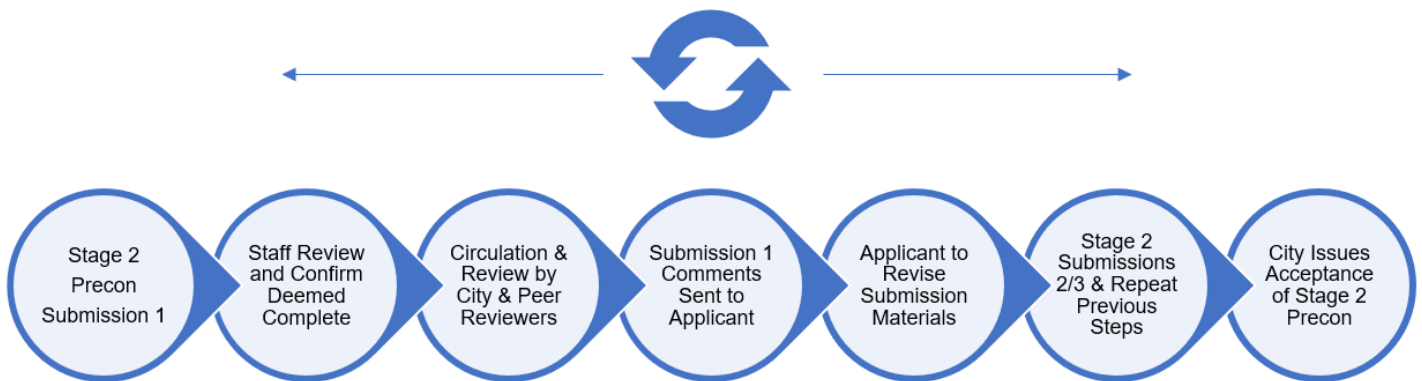


TIMELINE:

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.



Contact Information
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Telephone: 705-325-2622



PROPERTY INFORMATION
Municipal Address:
Type of Application: Official Plan Amendment Zoning By-law Amendment Draft Plan of Subdivision/Condominium Site Plan Control
Date of Stage 1 Preconsultation Comments Provided by the City:
APPLICANT INFORMATION
Applicant: Owner, or Authorized Agent of Owner
Name:
Applicant's Address:
Email:
Telephone Number:
Owner (if different from Applicant):



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

Contact Information
Email: planning@orillia.ca
Telephone: 705-325-2622