

# Mandatory Pre-Consultation (DART) Meeting Request Form

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In accordance with the *Planning Act* and pursuant to By-law 2008-118, the Town of Caledon Planning and Development Division requires applicants to consult with the Town prior to submission of the following development applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Plans of Subdivision
- Plans of Condominium
- Site Plan (including Telecommunication Facilities)

The purpose of the meeting is to confirm the planning approvals required for the development of a site. This meeting will identify required drawings, supporting studies and reports that are necessary for the application(s) to be deemed complete. The applicant is also provided the opportunity to find out what planning policies apply to the site, processing timelines, recent Council decisions which may be of relevance, as well as discover potential areas of concern.

Mandatory Pre-Consultation meetings are managed by Development Application Review Team (DART) meetings. DART meetings are held bi-weekly on Thursdays from 1:00 pm to 4:00 pm at Town Hall. To request attendance at a DART meeting, the applicant must submit this request form together with the following information to Planning staff:

A Cover Letter containing the following information:

- A brief description of the site and proposed development;
- Site address, legal description and site area;
- Roll and PIN numbers; and,
- Owner and applicant name and contact information (including phone numbers and email addresses);

A Scalable Site Concept Plan or Site Plan of the subject property and proposal showing the location of the proposed development/building, proposed access, property location, lot lines, parking, landscaping and setbacks;

Concept Elevation drawings and/or Coloured Renderings;

DART fee payment in accordance with the applicable Town of Caledon Fee By-law; and,

Any other information that may be pertinent.

List the Supporting Material:

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Please note that the above-noted documents are to be submitted electronically (preferably in pdf format) and they must be readable/scalable when printed on maximum 11 x 17 format.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

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## APPLICANT CONTACT INFORMATION

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Organization/Corporation Name

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Contact First Name

Contact Middle Name  
(Optional)

Contact Last Name

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First Name

Middle Name (Optional)

Last Name

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Address Prefix (Optional)

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Street Number

Street Name

Street Type

Street  
Direction

---

Unit Type

Unit Number

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City/Town

Province

---

Country

Postal Code

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Email Address

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Phone Number and Extension

Phone Type

Primary Phone

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Phone Number and Extension

Phone Type

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Phone Number and Extension

Phone Type

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Phone Number and Extension

Phone Type

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Phone Number and Extension

Phone Type

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OWNER CONTACT INFORMATION

SAME AS APPLICANT

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Organization/Corporation Name

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Contact First Name

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Contact Middle Name (Optional)

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Contact Last Name

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First Name

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Middle Name (Optional)

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Last Name

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Address Prefix (Optional)

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Street Number

---

Street Name

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Street Type

---

Street Direction

---

Unit Type

---

Unit Number

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City/Town

---

Province

---

Country

---

Postal Code

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Email Address

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Phone Number and Extension

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Phone Type

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Primary Phone

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Phone Number and Extension

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Phone Type

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Phone Number and Extension

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Phone Type

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Phone Number and Extension

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Phone Type



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## PROPERTY INFORMATION

Street Number	Street Name	Street Type	Street Direction
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Unit Type	Unit Number
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Roll Number

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Legal Description

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Site Area

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of requesting a Pre-Consultation (DART) Meeting. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272

## SUBMISSION OF THE MEETING REQUEST

Please use the Town's online request form, or print, scan and submit the completed Pre-Consultation (DART) Meeting Request Form and required information in person or by e-mail to:

Planning and Development  
Community Services Department  
Town of Caledon  
T.: 905-584-2272 x. 7338  
Email: [premeeting@caledon.ca](mailto:premeeting@caledon.ca)



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## PRE-CONSULTATION (DART) MEETING PROCESS OVERVIEW

Once the applicant has submitted the above-noted material, the scheduled DART Meeting date will be confirmed with the applicant and the complete package is then circulated to various internal departments and external agencies for review.

At the meeting, representatives from the departments and agencies (including the Region of Peel, Niagara Escarpment Commission, School Boards, Conservation Authorities, Ministry of Transportation, as well as Town of Caledon Planning, Building, Finance, Economic Development, Fire and Emergency Services, Public Works and Legal Services), will provide the applicant feedback.

The Lead Planner will complete a Mandatory Pre-Consultation Meeting Form which will be signed by both the Lead Planner as well as the applicant. This form will be provided to the applicant approximately 2 weeks after the DART meeting and will outline the required supporting documentation which must be submitted prior to an application being deemed complete and circulated.

Please note:

- That all comments and direction offered by staff is preliminary and based solely on the information available at the time of the meeting. More detailed comments will be provided through the review of a complete application. Additional materials may be required through the review process.
- Once an application has been submitted, deemed complete and circulated for comments, additional information may be required during the processing of the application.

