

Meeting Request Form: Preliminary Meeting (Regular) Pre-Application Review Committee (PARC)

In accordance with the *Planning Act* and pursuant to By-law 2022-052, the Town of Caledon Planning Department 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*

*Note: Site Plan – Fast Track Stream applications are processed as a Preliminary (PARC) Meeting - Simple. Please use the other form.

Mandatory Pre-Consultation for the above-noted applications consists of attendance at an Inquiry Meeting, Preliminary (PARC) Meeting and complete of the Pre-Consultation Review (DART). Upon satisfactory completion of these, the applicant may submit a development application.

Purpose

The purpose of the Preliminary (PARC) Meeting – Regular is to provide constructive feedback and confirm the planning approvals required for the development of a site, with an overall intent of streamlining the application process reducing timelines and cost. This meeting will identify the drawings, supporting studies and reports, as well as engagement and consultation that are required for a complete application. 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.

Please note that the Town will no longer be processing development applications concurrently. Separate PARC Meetings will be required for each development application.

Process

Preliminary (PARC) Meetings - Regular are managed through attendance at a Pre-Application Review Committee (PARC) Meeting. PARC meetings are held for 30 minutes per project, bi-weekly on Thursdays from 1:00 pm to 4:30 pm virtually with Town staff and agencies. It is strongly encouraged that the applicant's consulting team be present for this meeting to have meaningful discussions.

Once the applicant has submitted the material identified below, the material will be reviewed for completeness. Once determined to be complete, the PARC Meeting date will be confirmed with the applicant and the submitted material is then circulated to various internal departments and external agencies for review (including the Region of Peel, Niagara Escarpment Commission, School Boards, Conservation Authorities, Ministry of Transportation, as well as Town of Caledon Planning, Engineering, Transportation, Heritage, Landscape, Urban Design,



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Accessibility, Finance, Economic Development, Fire and Emergency Services, Public Works and Legal Services).

These departments and agencies will review material and provide preliminary feedback/comments and also identify the drawings, supporting studies and reports, as well as engagement and consultation that are required for a complete application. This information will be shared with the applicant in draft format prior to attendance at the PARC Meeting.

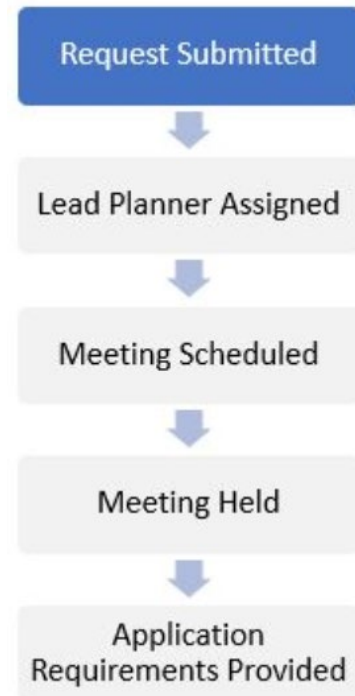
At the meeting, representatives from the departments and agencies will provide the applicant feedback. The PARC Meeting will focus discussions on questions and comments on the application.

The Lead Planner will finalize the documentation and will provide it to the applicant approximately 1 week after the PARC meeting is held.

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.

The PARC Meeting Form/Checklist and all comments provided will expire 4 months from the date of the PARC Meeting, at which time if the project has not progressed to the next stage, attendance at a new PARC Meeting will be required.



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How to Request a Meeting

To request attendance at a Preliminary (PARC) Meeting - Regular, the applicant must submit this request form together with the following information to Planning staff:

1. Preliminary (PARC) Meeting (Regular) fee payment in accordance with the applicable Town of Caledon Fee By-law
2. A Cover Letter (in pdf or word format) containing the following information:
 - A brief description of the site including municipal address, legal description, roll number, PIN, lot area, lot frontage, existing uses and surrounding land uses
 - Consulting team contact information including but not limited to: Owner, Applicant, Planner, Engineer, Landscape Consultant, Architect/Urban Designer, Environmental Consultant, Traffic Consultant
 - A description of the proposed development including but not limited to: land uses, building size, transportation considerations (i.e. access, parking, amount of traffic – number employees/visitors), unit number and size for different uses within a multi-tenant building
 - A description of all existing drainage and natural features (regulated and unregulated)
 - For Official Plan Amendments: A description of the proposed amendment including the designation and any change/inclusion/deletion in policy
 - For Zoning By-law Amendments: A description of the proposed amendment including the zone and any change/inclusion/deletion in standards
 - For Draft Plans of Subdivisions/Condominiums: The number of lots/blocks and their uses, public vs. private land uses, condominium elements
 - For Site Plans: Overall description of the proposed site engineering, landscape and built form details
3. For Official Plan Amendments, Zoning By-law Amendments and Draft Plans of Condominium: A Scalable Site Concept Plan or Site Plan of the subject property and proposal showing:
 - The entire property, labelling the lot area and lot frontage
 - The location of the proposed development/building
 - Existing and proposed access and parking
 - The location of all existing drainage features (regulated and unregulated)
 - All natural features located on the property (ponds, rivers, slopes etc.)
 - Proposed landscape areas
4. For Draft Plans of Subdivision and Draft Plans of Condominium: A Draft Plan of Subdivision or Draft Plan of Condominium showing:
 - The entire property, labelling the lot area and lot frontage
 - All lots and blocks, along with their land uses
 - All common elements, private areas and public infrastructure (including but not limited to roads and stormwater management facilities)



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- A description of all existing drainage and natural features (regulated and unregulated)
 - All natural features located on the property (ponds, rivers, slopes etc.)
5. For Site Plans: A scalable Site Plan of the subject property and proposal showing:
- The entire property, labelling the lot area and lot frontage
 - The location of the proposed development/building and all building entrances properly labelled
 - Proposed access
 - Distance between all buildings and/or structures (new and proposed)
 - Parking spaces and crosswalks
 - All natural features located on the property (ponds, rivers, slopes etc.)
 - Location of well, septic or other services
 - Landscaping
 - All setbacks to property lines
 - A description of all existing drainage and natural features (regulated and unregulated)
 - Easements and their purpose (if known)
6. For Site Plans: Elevation drawings including colours and materials
7. Any other information that may be pertinent.

List additional the Supporting Material:

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. Incomplete requests will not be processed.



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APPLICANT CONTACT INFORMATION

Organization/Corporation Name

Contact First Name

Contact Middle Name
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type



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OWNER CONTACT INFORMATION

SAME AS APPLICANT

Organization/Corporation Name

Contact First Name

Contact Middle Name
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type



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PROPERTY INFORMATION

Street Number	Street Name	Street Type	Street Direction
Unit Type	Unit Number		
Roll Number			
Legal Description			
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 Preliminary Meeting (PARC). 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 Preliminary (PARC) Meeting – Regular Meeting Request Form and the required information:

Planning Department
Town of Caledon
T.: 905-584-2272 x. 7338
Email: premeeting@caledon.ca



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