

Meeting Request Form: Preliminary Meeting - Simple 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:

- Site Plan*
- Oak Ridges Moraine Site Plan Application

*Note: This form is used to process Site Plan – Fast Track Stream applications. All other Site Plan types are processed as a Preliminary (PARC) Meeting - Regular. 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.

In addition, the Town of Caledon Planning Department strongly encourages applicants to consult with the Town prior to submission of Consent and Minor Variance applications to avoid deferrals resulting in increased costs and lengthier timelines.

Purpose

The purpose of the Preliminary (PARC) Meeting 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 Meetings - Simple are managed through attendance at a Pre-Application Review Committee (PARC) Meeting.

Once the applicant has submitted the material identified below, the material will be reviewed for completeness. Once determined to be complete, 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, Accessibility, Finance, Economic Development, Fire and Emergency Services, Public Works and Legal Services).



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

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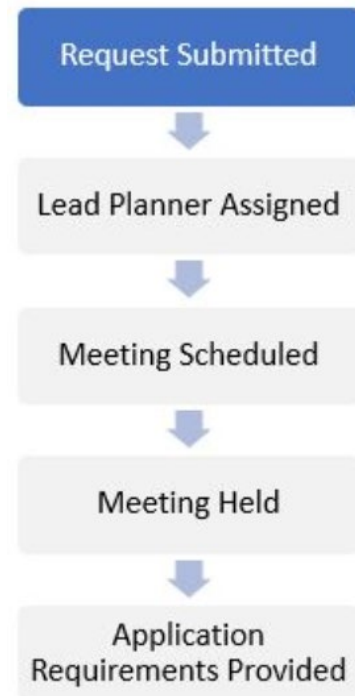
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These departments and agencies will review material and provide preliminary feedback/comments and also identify the drawings, supporting studies and reports, as well as engagement and consultation that are required for a complete application.

Planning staff will then arrange for a discussion or meeting with the applicant to discuss the feedback, comments and complete application requirements as identified by PARC within 1 week after the PARC review is completed. The discussion or meeting may include representatives from other departments and agencies, as required. The applicant will also receive a copy of a PARC Meeting Form/Checklist which identifies the application requirements and comments/feedback. The discussion will also outline the next steps for the project.

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.

How to Request a Meeting

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

1. Preliminary Meeting - Simple 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



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Meeting Request Form:

Preliminary Meeting - Simple

Pre-Application Review Committee (PARC)

- Consulting team contact information including but not limited to: Owner, Applicant, Planner, Engineer, Landscape Consultant, Architect/Urban Designer, Environmental Consultant, Traffic Consultant (as applicable)
 - 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
 - For Minor Variances: A description of the requirements of the Zoning By-law to be varied (if known).
 - For Consents: The number of lots/blocks and their uses, description of any proposed easements, description of severed and retained lands
 - For Site Plans (Fast Track): Overall description of the proposed site engineering, landscape and built form details
3. For Consents: A Scalable Site Concept Plan of the subject property and proposal showing:
- The entire property, labelling the lot area and lot frontage
 - The location of the existing and proposed development/buildings/structures
 - Identification of any buildings/structures to be demolished
 - Location of well, septic or other services
 - Existing and proposed access and parking
 - All natural features located on the property (ponds, rivers, slopes etc.)
 - Proposed severed and retained lands along with lot area and lot frontage for each
 - Any easements (if known) and purpose
4. For Minor Variances, Oak Ridges Moraine Site Plans and Site Plan – Fast Track: 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
 - Easements and their purpose (if known)
5. For Site Plan – Fast Track with new (or additions to) buildings/structures: Elevation drawings including colours and materials

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6. 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 – Simple Request Form and required information submitted to the online form:

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



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