



CITY OF TIMMINS
Growth and Infrastructure
Department
220 Algonquin Boulevard East, Timmins, ON



PRE-CONSULTATION GUIDE

In accordance with City of Timmins By-law No. 2013-7356, mandatory pre-consultation meetings shall be required prior to submitting the following *Planning Act* applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Site Plan Control/Amendment
- Plan of Subdivision
- Plan of Condominium

A pre-consultation meeting may be required prior to submitting the following *Planning Act* applications:

- Consent/Severance
- Minor Variance

There is no fee for pre-consultation. Meetings will be scheduled only after the application, including a site plan of the proposed development, is deemed complete.

Pre-consultation is confidential; however, the application is circulated to relevant City departments – Planning, Building, Engineering, Fire and the Public Works and Environmental Services and, where applicable, to external agencies such as the Mattagami Region Conservation Authority, Ministry of Transportation, or Ministry of Energy and Mines. Both internal and external parties may participate in the pre-consultation meeting, with additional departments or agencies included as needed.

Pre-consultation allows the applicant to present their draft development proposal. City departments and external agencies then:

- advise on the required approvals;
- review key issues and offer preliminary feedback;
- identify studies, plans, application forms and other information necessary to submit a complete *Planning Act* application; and
- outline applicable fees and anticipated timelines.

Pre-consultation comments are preliminary and do not indicate support or refusal. The proposed development will undergo further review upon submission of a complete *Planning Act* application.

If you have any questions regarding the pre-consultation process, please contact:

Planning Division
City of Timmins
220 Algonquin Boulevard East
Timmins, ON, P4N 1B3
Telephone: (705) 360-2624
Email: planning@timmins.ca

RECEIVED:

FILE NUMBER:

ROLL NUMBER(S):



CITY OF TIMMINS PRE-CONSULTATION FORM



1. OWNER'S INFORMATION

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

2. APPLICANT'S / AGENT'S INFORMATION (IF NOT OWNER)

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

3. SUBJECT PROPERTY INFORMATION

Address: _____

Legal Description: _____
(Lot, Concession, Plan Number)

Lot Area: _____
(Hectares/Acres)

Roll Number: _____

4. CURRENT AND PROPOSED LAND USES

Current Land Use: _____

Proposed Land Use: _____

Current Official Plan Designation: _____

Proposed Official Plan Designation: _____

Current Zoning: _____

Proposed Zoning: _____

Project Description: _____

Is the property regulated under the policies of the Mattagami Region Conservation Authority? Yes ☐ No ☐

Is the property located in Intake Protection Zone 1 or 2 (IPZ 1/ IPZ 2) and affected by the regulations of the Mattagami Region Source Protection Plan? Yes ☐ No ☐

5. PRE-CONSULTATION FORM – APPLICATION TYPE (check all that apply)

- | | |
|-----------------------------|--------------------------|
| Official Plan Amendment | <input type="checkbox"/> |
| Zoning By-law Amendment | <input type="checkbox"/> |
| Site Plan Control/Amendment | <input type="checkbox"/> |
| Plan of Subdivision | <input type="checkbox"/> |
| Plan of Condominium | <input type="checkbox"/> |
| Consent/Severance | <input type="checkbox"/> |
| Minor Variance | <input type="checkbox"/> |

6. SITE PLAN (Required)

The City requires a site plan showing the following info:

- Boundary of property and location of lot lines
- Location of buildings and structures
- Building setbacks
- Number of proposed/existing units
- Floor areas
- Building height
- Landscaping
- Parking areas
- Servicing (municipal water, sanitary, storm; private well, septic or ditching)
- Location of entrances and roadways

7. AUTHORIZATION FORM

The owner(s) formal authorization permitting the applicant to make this application on the owner(s) behalf to the City of Timmins.

I/We _____, the owner(s) of the property subject of this application, hereby authorize _____ to make this application on my/our behalf to the Corporation of the City of Timmins.

Witness (other than applicant)

Owner's Signature

Date: _____

Date: _____

8. AFFIDAVIT/SWORN DECLARATION BY APPLICANT/AGENT

An affidavit/sworn declaration by the applicant/agent certifying that the information containing in this application form is true.

I, _____, of the City of _____
(Name) (City)

in the District of _____, Province of _____,
(District) (Province)

do solemnly declare that:

I am the applicant/agent in this application.

All of the information and statements made in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the

City of _____, in the District of _____,
(City) (District)

Province of _____.
(Province)

This _____ day of _____, 20_____.

Witness (other than applicant)

Owner's Signature