



**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](mailto: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

Zoning By-law Amendment

Site Plan Control/Amendment

Plan of Subdivision

Plan of Condominium

Consent/Severance

Minor Variance

#### **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.

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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 \_\_\_\_\_.  

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Witness (other than applicant)

Owner's Signature