



THE CORPORATION OF THE TOWN OF PETROLIA

411 Greenfield Street
PETROLIA, Ontario
Canada N0N 1R0

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519-882-2350
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www.town.petrolia.on.ca

A Pre-submission Consultation Meeting is required prior to the acceptance of an application for:

- Site Plan Approval
- Official Plan Amendment
- Zone Change
- Plans of Subdivision
- Plans of Vacant Land Condominium
- Committee of Adjustment

The Pre-Submission Consultation Meeting may address more than one application provided they are in relation to the same development project. The purpose of this meeting is to identify those studies/reports required to commence processing of the development application(s), as well as to obtain and provide information required to better process the application. Pre-consultation **does not imply or suggest any decision** whatsoever on behalf of Town Staff or the Corporation of the Town of Petrolia. Further, participating in pre-submission consultation does not allow the owner, applicant, client and/or consultants to undertake any construction or preparatory work on site, including clearing of trees or vegetation and grading. The pre-submission agreement at the end of this document outlines this policy.

The Pre-Submission Consultation meeting is required unless the Director of Operations in consultation with the Manager of Planning or his/her delegate waives the requirement where it has been determined that no reasonable purpose would be served by such a meeting due to the nature of the application. If the requirement for a Pre-submission Consultation Meeting has been waived, the Director or his/her delegate will issue a Record of Pre- Consultation which may scope or waive the studies, reports, maps or plans required to constitute a complete application.

Pre-Submission Consultation Meetings will be scheduled within approximately 10 days for Site Plan and 30 days for any other application of the meeting request being accepted. Please note that staff reserve the right to determine whether sufficient information has been provided to conduct a Pre-Submission Consultation Meeting. Should additional information be required staff will contact the owner/applicant.

TAC meeting schedule

2nd & 4th Wednesday of each month

Meeting will be scheduled between 9:45 am to 11:30 am

Application forms in the requested format are to be submitted electronically to petrolia@petrolia.ca, please ensure you provide a password if submitting through a file share software.

PLEASE NOTE: Pre-Submission meetings will not be booked until sufficient information has been provided. While efforts will be made to book a meeting on your preferred date, meetings will be booked on a first come first serve basis.

Pre-Submission meetings shall not be confused with submission of application for actual project. Please refer to the Town of Petrolia development guide for that process, application & fees.

Pre Submission Consultation meeting Fee - \$255.00 (as amended per Municipal Fee Schedule)

- **Due with submission** of the Pre-Submission Meeting form
- in person at 411 Greenfield Street, Petrolia or by phone with VISA/MasterCard

Pre-Submission Meeting Application Requirements

Site Plan

- **Signed return** of the Pre-Submission Meeting Request Form, completed.
- **Electronic submission or Five** copies of a concept plan, to scale, showing the proposed development including:
 - North arrow
 - Property line
 - Location and dimensions of all existing and proposed buildings and structures
 - Location of off-street parking and loading areas including the dimensions of parking spaces and loading areas and setbacks of such areas from property lines. (all underground parking designs are to be shown on a separate plan)
 - Width of driveways and aisles accessing parking stalls and loading areas
 - Location of outdoor containers and/or vaults, central storage and collection areas, or other facilities for the storage of garbage and other waste or recyclable materials
 - Location of any and all existing and proposed sidewalks and pedestrian facilities, including connections to public sidewalks (identify surface type)
 - Number of parking and loading spaces proposed
 - New and/or closed driveway entrances
- **One** digital copy of the plan in pdf format
- Drawing units to be in metric

Plan of Subdivision or Vacant Land Condominium

- **Signed return** of the Pre-Submission Meeting Request Form, completed.
- **Electronic submission or Five** copies of a concept plan, to scale, showing the proposed development
- **One** digital copy of the concept draft plan in pdf format.

Please note that a site walk is highly recommended and may be required as a part of a Complete Application for proposed Plans of Subdivision and Vacant Land Condominium. If you would like to arrange for a site walk prior to the pre-consultation meeting, please contact Annette Major at 519-882-2350 ext 237 or by email at amajor@petrolia.ca

Official Plan Amendment and/or Zone Change

- **Signed return** of the Pre-Submission Meeting Request Form, completed.
- **Electronic submission or Five** copies of a key map showing the extent and boundaries of the lands affected.
- **One** digital copy of the key map in pdf format.

Committee of Adjustment

- **Signed return** of the Pre-Submission Meeting Request Form, completed.
- **Electronic submission or Five** copies of a key map showing the extent and boundaries of the lands affected.
- **One** digital copy of the key map in pdf format

****If there is any other supporting documentation that you feel would aid in the review, please feel free to include as copies of those as well.****

Within 10 business days of the Pre-Submission Consultation Meeting, staff will provide the applicant and/or owner with a signed Record of Pre-Submission Consultation. The Record will contain a list of information and material that will be required to process the subject application(s). All applications for a Plan of Subdivision, Plan of Vacant Land Condominium, Official Plan Amendment, Zone Change and Site Plan, must be accompanied by a signed copy of the Record of Pre-Submission Consultation, along with all required information and materials in order to be deemed a 'Complete Application'.

PART ONE: GENERAL INFORMATION

1. Registered Owner	
Name:	_____
Principal of Company (If Owner is a Company Name):	_____
Address:	_____ Postal Code: _____
Phone _____ Ext. _____ Fax: _____	Email: _____

2. Applicant (If other than the registered owner for contact purposes.)	
Name:	_____
Principal of Company (If Owner is a Company Name):	_____
Address:	_____ Postal Code: _____
Phone _____ Ext. _____ Fax: _____	Email: _____

NOTE: All correspondence will be sent to the owner and applicant, if applicable.

3. Type of Application	
a) This is a Pre-Submission Meeting Request for (check all that apply):	
<input type="checkbox"/> Official Plan Amendment	
<input type="checkbox"/> Zone Change	
<input type="checkbox"/> Site Plan	
<input type="checkbox"/> Plan of Subdivision	
<input type="checkbox"/> Plan of Vacant Land Condominium	
<input type="checkbox"/> Committee of Adjustment	
b) Have you had any previous discussions with Planning Staff with respect to this development proposal?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, with who have you consulted? _____	
When? _____	
c) Has this land been the subject of any other application under the Planning Act? If yes, please list file no.	
<input type="checkbox"/> Yes <input type="checkbox"/> No Minor Variance _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No Consent _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No Official Plan Amendment _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No Zoning By-law Amendment _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No Plan of Subdivision _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No Plan of Condominium _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No Site Plan _____	
Other: _____	

PART TWO: PROPERTY INFORMATION (To be completed by the applicant)

c) Description of Property
i) Municipal address: _____
ii) Assessment roll number: _____
iii) Legal description: _____
iv) Lot area (square metres) _____
v) Official Plan Designation: _____
vi) Secondary Plan Designation: _____
vii) Zoning: _____
viii) Existing Use of the Subject Property _____

d) Proposal Details (please feel free additional documentation or separate letter)
Please provide a detailed description of the proposal (including but not limited to: number of proposed/existing units, number of employees, size and use of any proposed and/or existing buildings, proposed Official Plan designation, proposed zoning category, etc.):

By submitting this application, I agree to allow the Town of Petrolia, its employees and agents to enter the subject property for the purpose of conducting surveys and tests that may be necessary to process this request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or regrade the site during the processing of this request.

Owner Name
(Please Print)

Signature of Owner

Date

-----For Staff Use Only-----

Pre-Submission Meeting Request accepted by:

Name

Date

Pre-Consultation meeting scheduled for: _____