

Schedule "A"
to
By-Law No. 1944

Township of Hornepayne
Pre-Application Consultation Requirements

1. Definitions

- 1.1 "Council" means the Council of Corporation of the Township of Hornepayne.
- 1.2 "Person" means an individual, firm, partnership, incorporated company, trust, association, or any other legal entity or representative of a person to whom the same can apply in law.
- 1.3 "Municipality" means the Corporation of the Township of Hornepayne and may also be referred to as the "Township".
- 1.4 "Official Plan" means the Township of Hornepayne Official Plan adopted by Council on December 8, 2021, as amended.
- 1.5 "Zoning By-Law" means the Township of Hornepayne Comprehensive Zoning By-Law 1897, as amended.
- 1.6 "Chief Administrative Officer" means the individual appointed by Council as the Township's Chief Administrative Officer in accordance with the Section 229 of the *Municipal Act*.

2. Official Plan Application

Any person intending to file an application to amend the Township's Official Plan is hereby required to consult with the Township's Chief Administrative Officer or designate before submitting such an application.

3. Zoning By-law Application

Any person intending to file an application to amend the Township's Zoning By-law is hereby required to consult with the Township's Chief Administrative Officer or designate before submitting such an application.

4. Site Plan Application

Any person intending to file an application for Site Plan approval is hereby required to consult with the Township's Chief Administrative Officer or designate before submitting such an application.

5. Plan of Subdivision or Condominium Application

Any person intending to file an application for Plan of Subdivision or Condominium approval is hereby required to consult with the Township's Chief Administrative Officer or designate before submitting such an application.

6. Pre-application Consultation Form

Any person intending to file an application as described in this by-law shall be required to submit a pre-application consultation form in the Township's prescribed format to the satisfaction of the Chief Administrative Officer or designate at least ten (10) business days in advance of a planned consultation meeting with the Township.

7. Failure to Consult

The Township shall not accept or process any application for which a person has not consulted with the Township as required under this By-Law.

8. Required Reports, Studies, Information and Materials

At the consultation, and at the discretion of the Chief Administrative Officer, or designate, the Township shall identify required reports, studies, information, and materials as may be required to deem an application complete. The Chief Administrative Officer, or designate, shall refer to the Township's *Guide for Reports, Studies, and Plans for Planning Applications*, attached hereto, and forming part of this By-Law or may identify such other materials as may be required to deem an application complete.

9. Incomplete Application

The Township shall not deem a planning application complete and shall not process the planning application until the applicant provides the required reports, studies, information, and materials as identified by, and to the satisfaction of the Township.

10. Forms

The Chief Administrative Officer is authorized to prepare, edit, and update the Township's pre-application consultation form(s) as may be required to ensure efficient and effective processing and administration of the consultation process.

11. Interpretation

The Chief Administrative Officer is authorized to resolve any conflict or ambiguity regarding the interpretation or applicability of this By-Law.

12. Severability

Should a court or tribunal of competent jurisdiction declare a part or whole of any provisions of this By-Law to be invalid, or of no force and effect, the provision or part is deemed severable from this By-Law. It is the intention of Council that the remainder survives and be applied and enforced in accordance with its terms to the extent possible under the law.

13. Validity Conflicts

Where a provision of this By-Law conflicts with the provisions of another By-Law, Act or Regulation in force within the Township, the provisions that establish the higher standards shall prevail.

Appendix A

| Guide for Required Reports, Studies and Plans for Planning Applications | | | | | | |
|--|---------------|--------|-----------|-------------|-------------|------------------|
| Submission Requirement | Official Plan | Zoning | Site Plan | Subdivision | Condominium | Part Lot Control |
| Planning, Design and Survey Related | | | | | | |
| Survey Plan / R-plan | S | S | S | S | S | S |
| Draft Plan of Subdivision | NA | GNR | GNR | S | GNR | GNR |
| Draft Plan of Condominium | NA | NA | A | A | S | NA |
| Site Plan | A | A | S | A | S | NA |
| Minimum Distance Separation (MDS) | GNR | GNR | GNR | GNR | GNR | NA |
| Cultural Heritage Impact Statement | A | A | A | A | A | NA |
| Landscape Plan | NA | NA | S | A | S | NA |
| Concept Plan Showing Proposed Land Uses | S | S | A | A | A | NA |
| Planning Rationale | S | S | S | S | S | NA |
| Archeological | GNR | GNR | GNR | GNR | GNR | NA |
| Natural Heritage Evaluation | GNR | GNR | GNR | GNR | GNR | NA |
| Public Consultation Strategy | S | S | NA | S | A | NA |
| Engineering | | | | | | |
| Site Servicing Plan | GNR | GNR | S | A | S | NA |
| Site Servicing Study / Assessment of Adequacy of Public Services | S | S | S | S | S | NA |
| Servicing Options Report | A | A | A | A | A | NA |
| Hydraulic Watermain Analysis | GNR | GNR | A | A | A | NA |
| Storm Water Management Report / Brief | GNR | GNR | S | A | S | NA |
| Hydrogeological and Terrain Analysis Report | GNR | GNR | GNR | GNR | GNR | NA |
| Groundwater, source water, surface water impact assessment and/or mitigations plan | GNR | GNR | GNR | GNR | GNR | NA |
| Environmental Impact Study | GNR | GNR | GNR | GNR | GNR | NA |
| Flood Plain Study | GNR | GNR | GNR | GNR | GNR | NA |
| Grading and Drainage Plan | GNR | GNR | S | S | S | NA |
| Geotechnical Study / Slope Stability Study | GNR | GNR | S | S | S | NA |
| Lakeshore Capacity Assessment | GNR | GNR | GNR | GNR | GNR | NA |
| Composite Utility Plan | NA | NA | A | A | A | NA |
| Transportation / Traffic Impact Assessment (TIA) | GNR | GNR | GNR | GNR | GNR | NA |
| Erosion and Sediment Control Plan / Brief | GNR | GNR | S | S | S | NA |
| Noise / Vibration / Dust / Odour Study | GNR | GNR | A | A | A | NA |
| Site Lighting Plan | NA | NA | S | A | S | NA |

| Guide for Required Reports, Studies and Plans for Planning Applications | | | | | | |
|---|---------------|--------|-----------|-------------|-------------|------------------|
| Submission Requirement | Official Plan | Zoning | Site Plan | Subdivision | Condominium | Part Lot Control |
| Environmental | | | | | | |
| Phase 1 Environmental Site Assessment | GNR | GNR | A | A | A | NA |
| Phase 2 Environmental Site Assessment (depends on the outcome of Phase 1) | GNR | GNR | A | A | A | NA |
| Impact Assessment of Adjacent Waste Disposal/Former Landfill Site | GNR | GNR | A | A | A | NA |
| Record of Site Condition | GNR | GNR | A | A | A | NA |

Legend:

S indicates the plan, report or study **is required** at submission stage

A indicates the plan, report or study **may be required at submission stage or as a condition of approval/draft approval**

GNR indicates the plan, report or study is generally not requested but may be required

NA indicates typically not applicable

Advisory:

It is important to note that the need for additional studies, plans or materials may result during application review.

The list of required reports, studies and plans is conditionally valid for one year following the meeting date. If the application is not submitted within this timeframe the applicant must again pre-consult with the Township.

Appendix B

Township of Hornepayne Pre-application Consultation Form

A Pre-application Consultation is required for the following planning applications (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Zoning By-law Amendment |
| <input type="checkbox"/> Site Plan Control | <input type="checkbox"/> Plan of Subdivision |
| <input type="checkbox"/> Plan of Condominium | <input type="checkbox"/> Other <input type="text"/> |

Site Address:

Site Address:

Applicant/ Agent Information

Name:

Mailing Address:

Telephone: Email:

Registered Property Owner Information Same as above

Name:

Mailing Address:

Telephone: Email:

Site Details

Property Legal Description:

What is the property currently used for including any existing buildings?

Lot frontage (m):

Lot depth (m):

Lot area (m²):

Proposal Details:

Information contained in this form is collected pursuant to Section 1.0.1 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended and shall be made available to the public. Information collected that may be requested by the applicant to be treated as confidential may be subject to release, notwithstanding a request to keep information confidential, in accordance with the *Municipal Freedom of Information Act*, R.S.O. 1990, c. M.56, as amended.

Name of Applicant

Date: Click or tap to enter a date.

Date of Consultation Meeting (to be completed by staff): Click or tap to enter a date.