



Township of Wellesley

4639 Lobsinger Line, St. Clements, ON, N0B 2M0

Office: 519.699.4611 | Fax: 519.699.4540

MANDATORY PRE-SUBMISSION MEETING APPLICATION

A Pre-submission Meeting is required prior to the acceptance of the following applications:

- Minor Variance
- Consent
- Official Plan Amendment
- Zone Change
- Plan of Subdivision
- Plan of Condominium
- Part Lot Control Exemption
- Site Plan Approval

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 Staff or the Corporation of the Township of Wellesley.

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 Consultation meeting is required unless the **Director of Planning** 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.

Pre-Submission Consultation Meetings will be scheduled within **approximately four (4) to six (6) weeks** of the request being **deemed complete**. 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/agent.

APPLICATION FEE

For applications that are minor in nature, the completed **Pre-submission Consultation** application must be accompanied by the prescribed **non-refundable** fee of **\$160.00** payable to the Township of Wellesley. The Regional Municipality of Waterloo also charges a **\$300.00** non-refundable fee for review of this application. Please provide a separate cheque payable to the Region of Waterloo for their fee. For more complex applications requiring more detailed review of plans, reports and/or studies by Township staff, the Township engineering staff or other expert reviewers (e.g. environmental, archaeological), the applicant may be required to pay the full **\$620.00** pre-submission application review fee, at the discretion of the Director of Planning.



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PRE-SUBMISSION CONSULTATION PROCESS

1. The application is reviewed by planning staff to ensure all required information and the required fee has been provided.
2. **Within five (5) days** of the receipt of an application, the applicant will be notified as to whether the application is considered “complete”. The application will then be circulated to relevant departments and agencies for their preliminary review and to invite them to attend the pre-submission meeting (if deemed necessary).
3. Pre-Submission Consultation Meetings will be scheduled within approximately **four (4) to six (6) weeks** of the request being **deemed complete**.
4. The applicant and/or authorized agent **must** attend the meeting.
5. A **Formal Record of Pre-Submission** will be issued to the applicant and/or authorized agent **within three (3) to four (4) weeks** of the pre-submission consultation meeting. The Record will indicate the submission requirements (including required plans/diagrams, studies and reports) for the Planning Act application(s). **A copy of the Record must be attached to the Planning Act application(s).**
6. For Draft Plan of Subdivision and Condominium applications, the Region of Waterloo is the approval authority and will issue the Formal Record of Pre-submission”.



OFFICE USE ONLY		
Application #: PSM	Date application and fee received: _____	
Date of Pre-Submission Meeting: _____	Application deemed complete: <input type="checkbox"/> Yes <input type="checkbox"/> No Date application deemed complete: _____	
TO BE COMPLETED BY APPLICANT (Please type or print neatly in blue or black ink)		
Contact Information Municipal Freedom of Information and Protection of Privacy Act. Personal Information on this form is collected under authority of <i>The Planning Act</i> and will be used to process this application.		
All correspondence will be directed to the Agent (if any), unless otherwise requested.		
Proposed Type of Application(s)		
<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Consent (Severance)	<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 Condominium	<input type="checkbox"/> Part Lot Control Exemption	<input type="checkbox"/> Other: _____
Registered Owner		
Name:		
Principal of Company (if Owner is a Company):		
Mailing Address:		
Phone	Ext.	Fax:
Email:		



Agent (If other than the registered owner)		
Name/Primary Contact Person:		
Mailing Address:		
Phone	Ext.	Fax:
Email:		
SUBJECT PROPERTY		
Municipal Address:		
Legal Description:		
Lot Area:	Lot Frontage:	Lot Depth:
Official Plan Designation:		
Zoning:		
Existing use of the subject property:		



PROPOSAL DETAILS

Please provide a detailed description of the proposal:

JUSTIFICATION DETAILS

Please provide detailed justification for the proposal:



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SERVICES (check appropriate box)			
Sewage Disposal	<input type="checkbox"/> Municipal <input type="checkbox"/> Private septic system <input type="checkbox"/> Other Explain:	Water Supply	<input type="checkbox"/> Municipal <input type="checkbox"/> Private well <input type="checkbox"/> Other Explain:
Stormwater Drainage	<input type="checkbox"/> Sewers <input type="checkbox"/> Ditches or Swales <input type="checkbox"/> SWM Pond <input type="checkbox"/> Infiltration Trenches	Access	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Regional Road <input type="checkbox"/> Township Road
<p>Is this parcel of land currently, or has it ever been, the subject of any other Planning Act application (previous minor variance application, consent application, etc.)?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No (provide explanation) <input type="checkbox"/> Do not know </p> <p>If yes, please indicate submission number and status:</p>			

REGIONAL MUNICIPALITY OF WATERLOO ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE	
<p>This form must be completed by the property owner(s) for all development applications submitted to the Township of Wellesley on behalf of the Regional Municipality of Waterloo.</p>	
1.	<p>What are the current uses of the property?</p>
2.	<p>Was the subject property ever used for industrial purposes?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain </p> <p>If yes, please describe approximate dates and types of industry:</p>



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3.	<p>Was the subject property ever used for commercial purposes where there is potential for site construction (i.e. automotive repair, gas station, dry cleaning operation, chemical warehousing, etc.)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, please describe approximate dates and types of commercial activity:</p>
4	<p>Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, when and provide description of waste materials</p>
5.	<p>Have hazardous materials ever been stored or generated on the property (e.g. have HWIN registration or other permits been required)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, please summarize details:</p>
6.	<p>Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, please describe the nature of the suspected contamination:</p>
7.	<p>Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p>



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8.	<p>Are there or were there ever any aboveground or underground storage tanks for fuels or chemicals on the property?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, please summarize details:</p>
9.	<p>Does this property have or has it ever had a water supply well, monitoring well, and/or geothermal well?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, please provide details:</p>
10.	<p>Does the property use or has it ever used a septic system?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p>
11.	<p>Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II Environmental Site Assessment, Risk Assessment, Record of Site Condition or Certificate of Property Use?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, please provide details:</p>
12.	<p>Will lands be dedicated to the Region of Waterloo as part of this application (including road allowances, daylight triangles?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p>



SUBMISSION CHECKLIST (please retain for your own information)

Application Fee:

- \$160.00 **or** \$620.00 – payable to the Township of Wellesley
- \$300.00 – payable to the Region of Waterloo

Application:

- The original of the completed and signed application form \$350.00 – payable to the Region of Waterloo

Plan:

The Planning Act regulations require that the plans, drawings or survey be to scale and show the following information. It is very important to be as accurate as possible – **should deficiencies be found, you may be required to re-apply.**

- The boundaries and accurate dimensions of the subject land
- The size, location and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear and side lot lines
- The location of all driveways and parking spaces
- The location, width and name of any roads within or abutting the subject land
- Identify any natural features on subject land (trees, streams, etc.)

All measurements must be shown in metric.



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ACKNOWLEDGEMENT

I/We understand that receipt of this application by the Township of Wellesley does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/We may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application deposit will be deposited and the application will go forward to the next possible Committee of Adjustment meeting.

Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Name of Owner:

Name of Owner:

Signature:

Signature:

Date:

Date:

AFFIDAVIT (to be completed in person in the presence of a Commissioner of Oaths)

I/We, _____ of _____ in the
Name City/Township

County/Regional Municipality of _____, solemnly declare that all of the above statements contained in the 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 and by virtue of the *Canada Evidence Act*.

Signature of Applicant

Signature of Applicant

Declared before me at the

_____ in the County/Regional Municipality of
City/Township

_____ this _____ day of _____, 20__

Commissioner of Oaths



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AUTHORIZATION

If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed:

I/We _____ hereby authorize
Owner(s)

_____ to act on my behalf in regard to the above
application. **Agent**

Signature of Owner(s)

Name of Witness

Signature of Witness