

Guide for County Pre-Consultation Applications

On June 6th, 2024, the Province of Ontario's *Cutting Red Tape to Build More Homes Act, 2024* (herein referred to as 'Bill 185') received Royal Assent and, as such, changes made under Bill 185 were officially implemented. One notable change that occurred under Bill 185 was to the *Planning Act* (herein referred to as the 'Act') and centred around the removal of mandated pre-consultations for planning applications relating to Official Plan amendments, Zoning By-law amendments, Site Plans, and Plan of Subdivisions. This change has required the County of Dufferin to adapt the way in which County Planning staff approach the pre-consultation application process. The information provided in the following sections offers general guidance on the County's pre-consultation process in the context of the current Provincial planning regulations. However, it must be noted that the below guidelines are subject to modification depending upon any changes or updates made to planning directives by the Province of Ontario.

Pre-Consultation Procedure

County Planning staff want to take this opportunity to ***emphasize*** that pre-consultation applications and meetings are still highly encouraged prior to the submission of any application under the *Act*. This process not only allows the applicant to present and discuss the proposed development, but also for the County, local municipality, and other agency staff to provide input and clarity on the proposed development early in the process. Even more, the pre-consultation process allows staff from the County, municipality, and other agencies the ability to provide guidance on necessary planning applications, required studies and technical materials, estimated approval timelines, applications fees, and the overall viability of the proposed development. In the end, the utilization of the pre-consultation process does have the ability to improve approval timelines and reduce the need for additional modifications to application materials.

Should a prospective applicant decide to move forward with a pre-consultation submission to the County, there are several minimum requirements to be submitted as part of the application. These requirements include the following:

- ☐ Pre-Consultation Application form
- ☐ A Planning Justification Brief 1-page maximum outlining the nature of the proposal and providing an aerial of the subject lands.
- ☐ Site Plan of the subject property indicating:
 - ☐ property address/location, property lot lines and setbacks;
 - ☐ location of proposed development/building(s);
 - ☐ location of existing development/building(s);
 - ☐ proposed use;
 - ☐ proposed and/or existing entrance; and
 - ☐ any other pertinent information.
- ☐ Application Fees (Photocopy of the Cheque + invoice or receipt).

Once all of the aforementioned requirements have been completed, the applicant shall circulate the materials to the County of Dufferin Planning Division (planner@dufferincounty.ca). A staff member

from the County Planning Division will connect with the applicant to discuss whether the materials provided are satisfactory and whether there are any outstanding items (i.e., fees, forms). If County Planning staff deem all submission requirements acceptable and all fees have been paid by the applicant, County Planning staff will circulate a meeting invite to the applicant.

Payment of Pre-Consultation Fee

Prior to the pre-consultation meeting being scheduled by County Planning staff, the applicant will be required to submit a pre-consultation fee. The County Planning Division fee for pre-consultation is **\$750.00**; however, additional fees might be requested by other agencies and departments and, as such, further consultation with such parties is strongly recommended. Further information on pre-consultation fees can be found in the [County User Fee By-law \(2025-02\)](#).

The pre-consultation fee may be submitted online or in the form of a cheque made payable to *The Corporation of the County of Dufferin* and addressed to the Finance Department. To pay online, please visit our website at <https://dufferin-county-online-payments.myshopify.com/> and select [Invoice Payment](#) from the [Catalog section](#). Whether paying online or by cheque, reference should be made to the invoice number, which will be provided by County Planning staff.

Pre-Consultation Meeting

The pre-consultation meeting will be organized and scheduled by staff from the County Planning Division to ensure that all necessary staff and agencies are present during the meeting. To enhance accessibility, the pre-consultation meeting will be held virtually. During the meeting not only will the applicant be provided the opportunity to discuss the proposed development, but present staff and agencies will be able to offer clarification on the following items:

- Required planning applications (i.e., County Official Plan Amendment, Local Official Plan Amendment, Zoning By-law Amendment, Site Plan) to be submitted.
- Required studies and reports to be provided as part of a planning application(s), as well as the scope of those studies and reports.
- Public participation process, if any.
- Estimated timeframe for a decision on an application to take place once the application is deemed complete by County Planning staff.
- All fees and costs to be expected (i.e., application fees, building permit fees, departmental fees, review fees).

After the Pre-Consultation Meeting

Following the pre-consultation meeting, County Planning staff will provide the applicant and/or owner with a signed Record of Pre-consultation. The Record of Pre-Consultation will contain feedback from the various internal departments circulated as part of the pre-consultation submission. In addition, information regarding required planning applications, as well as mandatory reports and studies to be included as part of the planning applications, will also be included in the Record of Pre-Consultation. The record of pre-consultation will be circulated between **1-2 weeks** after the pre-consultation meeting.

For Office Use Only

File Number: _____

Roll Number(s): _____

Application Fee: _____

Application Received: _____ Application Deemed Complete: _____

Section One: Application Information**Property Owner(s) Information**

Owner(s) Name: _____

Mailing Address: _____ Postal Code: _____

_____ Home Phone: _____

Email Address: _____ Work Phone: _____

Agent/Applicant Information

Name of person to be contacted about the application, if different from the owner

Name of Contact: _____

Mailing Address: _____ Postal Code: _____

_____ Home Phone: _____

Email Address: _____ Work Phone: _____

Authorization Form

Owner(s) formal authorization permitting the applicant to make this application on the Owner(s) behalf to Dufferin County.

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

Witness: _____ Owner(s) Signature: _____

Date: _____ Date: _____

Section Two: Property Information

Location of the Subject Land(s)

Street Name and Number: _____

Registered Plan Number: _____ Part/Block/Lot: _____

Reference Plan Number: _____ Parcel/Pin No.: _____

Concession & Lot Number: _____

Lot Area (m² or ha): _____ Lot Frontage (m): _____

Describe the Existing Property

Reference should be made to current land use(s), existing buildings/structures, and existing natural features/vegetation.

Current Official Plan Designation

Current Official Plan Designation: County Official Plan: _____

Local Official Plan: _____

Does the proposed use comply with both the County and Local Official Plan Designations?

Yes:

No:

If 'No', explain the amendment(s) required:

Easements and Encumbrances

Are there any easements or encumbrances on the property?

Yes:

No:

If 'Yes', please list:

Section Three: Proposed Development**Description of Development Proposed for Subject Land(s)**

Provide a detailed description of the proposed development. Should further space be required for responses, or to provide additional information to assist staff in considering the proposal, please provide by attachment.

Section Four: Authorization

Affidavit or Sworn Declaration

I, _____ of the municipality of _____
make an oath and say (or solemnly declare that the information contained in this application is true
and that the information contained in the documents that accompany this application is true.
Sworn (or declared) before me at the _____
in the _____
this _____ day of _____

Permission to Enter Property

I/We, _____ hereby authorize the members of the
Committee of Adjustment, members of the staff of the County of Dufferin, and designated consultants
to enter onto the lands known as _____ for the limited purposes of evaluating
the merits of this application over the time this application is under consideration by Dufferin County.

Date: _____ Owner's Signature: _____

Information Authorization of the Owner

If the applicant is not the owner of the land that is the subject of this application, complete the
authorization of the owner concerning personal information set out below.

_____ am the owner of the land that is subject to this application
for approval of a *Planning Act* application and for the purposes of the *Freedom of Information and
Protection of Privacy Act*, I authorize _____
as my agent for this application, to provide any of my personal information that will be included in this
application or collected during the processing of the application.

Date: _____ Owner's Signature: _____