

TOWN OF LINCOLN OFFICIAL PLAN POLICIES FOR PRE-CONSULTATION AND COMPLETE APPLICATIONS

8.17 COMPLETE APPLICATION POLICIES

- 8.17.1** Pre-consultation between the applicant and the Town is required prior to the submission of an application for an official plan amendment, zoning by-law amendment, draft plan of subdivision, draft plan of condominium, consent or site plan control unless the Director of Planning and Development or designate determines that pre-consultation is not necessary based on the scale of development or the complexity of planning issues associated with the proposed application. Pre-consultation will determine what is required to be submitted for a complete application and will provide the opportunity to discuss the nature of the application; development and planning issues; the need for additional information and/or reports to be submitted with the application; and the planning and approval process including the appropriateness of concurrent applications, where applicable. Pre-consultation may also involve the Region, the Niagara Peninsula Conservation Authority, the Niagara Escarpment Commission or other agencies that may have an interest in the application as determined by the Town. A by-law shall be approved by Council requiring pre-consultation. Pre-consultation shall be considered a requirement for the submission of a complete application.
- 8.17.2** In order to ensure that all possible information is available to the Town, the public and agencies involved in reviewing an application under the Planning Act, the prescribed information required under the Planning Act shall be provided along with additional information and/or reports that may be required, as determined through pre-consultation, such as but not limited to the matters outlined in subsection 8.17.5.
- 8.17.3** Information and/or reports shall be prepared by a qualified professional and submitted in an electronic format along with a hard copy to the Town to make this information readily available to the public and commenting agencies including the Region, the Niagara Peninsula Conservation Authority and the Niagara Escarpment Commission. Where the Town, the Region, the Niagara Peninsula Conservation Authority or the Niagara Escarpment Commission has requested additional information and/or reports, there may be a request for a peer review of any information and/or reports. The applicant shall be responsible for all costs for a peer review which shall be payable upon submission of an invoice from the Town, the Region, the Niagara Peninsula Conservation Authority or the Niagara Escarpment Commission.
- 8.17.4** The Director of Planning and Development or their designate shall be responsible for determining whether a planning application is complete. If an application is submitted without pre-consultation, adequate supporting information and/or reports, and any application review fees required by the Town, the Region, the Niagara Peninsula Conservation Authority, the Niagara Escarpment Commission or any other public agency, the application shall be deemed to be incomplete.

8.17.5

Schedule for Complete Application

Information Requirement	Application/Development Scenario
Planning Justification Report	Any proposal for development or site alteration should demonstrate that it meets goals, objectives and policies of Provincial plans and policy statements, the Regional Policy Plan and the Town's Official Plan and provide an indication of whether it conforms to applicable Provincial plans and policies.
Land Use/Market Needs	Any proposal for major commercial or residential proposals should consider the existing supply of available land and future land use needs in the Town and in the Region.
Urban Design/Landscape Plans	Any proposal for infill development, redevelopment or intensification or where a site plan agreement is required should include plans illustrating how the proposal will be compatible with the character of adjacent uses and the surrounding neighbourhood. These plans and related descriptive details may include building elevations, shadow/wind impacts and streetscaping.
Archaeology and Cultural Heritage Assessment	Any development or site alteration proposed in proximity to lands that contain known archaeological resources or areas of archaeological potential.
Heritage Impact Analysis	Any development or site alteration proposed on or adjacent to lands, structures or buildings designated under the Ontario Heritage Act or listed on an approved heritage resource inventory.
Environmental Impact Study	Any proposal for development or site alteration within or adjacent to any natural heritage feature or natural hazard identified on the Region's Core Natural Heritage Map, the regulated area of the Niagara

Information Requirement	Application/Development Scenario
	Peninsula Conservation Authority or the Town's Official Plan shall provide an inventory and assessment of ecological features and functions to determine areas to be protected and any mitigation measures necessary.
Environmental Planning Study or Sub-Watershed Study	Any proposal for a secondary plan or an urban boundary expansion shall address the guidelines and terms of reference of any relevant watershed plans and shall include an environmental inventory and assessment with recommendations on where development may take place, features to be protected, appropriate policies for planning documents, and an environmental management plan to maintain, enhance, restore and monitor environmental conditions both during and after development.
Tree Preservation Plan	Any development or site alteration that may have adverse effects on a significant tree or group of trees, including a woodland as defined by the Region's Tree and Forest Conservation By-law. A significant tree may be one that because of its size, age or species it is considered to be of significance to the neighbourhood, streetscape or cultural heritage landscape.
Floodplain and Hazard Lands	Any development or site alteration proposed near floodplains or hazard lands identified by the regulations of the Niagara Peninsula Conservation Authority.
Geotechnical and Slope Stability Report	Any development or site alteration proposed near valleylands identified by regulations of the Niagara Peninsula Conservation Authority.
Environmental Site Assessment	Any development or site alteration on lands or adjacent lands that were previously used for a purpose that may have caused contamination of

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	the property should be accompanied by one or more reports to assess existing conditions and address the need for any further environmental testing or remediation necessary in accordance with Provincial regulations and guidelines.
Air Quality/Noise & Vibration Study	Any development for a sensitive land use that is located near a major facility such as a transportation corridor, industrial use, sewage or water treatment facility, pumping station or landfill operation.
Agricultural Impact Assessment	Any proposed development or site alteration for a non-agricultural use on lands situated outside of the Urban Area shall evaluate the capability of the site for agricultural use including soil, micro-climate and drainage conditions, the existing pattern of agricultural or non-agricultural activities, and any potential impacts on surrounding agricultural activities.
Farm Operation and Ownership	Any development or site alteration for a secondary use to agriculture or an application for consent on lands designated for agricultural purposes.
Alternative Sites for Non-Agricultural Uses	Where a non-agricultural use is proposed in an agricultural area it must be demonstrated that there are no reasonable alternative locations available in Urban Areas, Rural Areas or on lower priority agricultural land in the Region.
Minimum Distance Separation I & II	Any non-agricultural use proposed within 300 metres of an active or potential livestock facility shall include a review of these facilities and calculations to determine conformity with Minimum Distance Separation requirements.
Mineral Aggregate Resources	Where development or site alteration is proposed on lands within or

Information Requirement	Application/Development Scenario
	adjacent to an area of known mineral aggregate resources, it shall be demonstrated that the resource use will not be hindered in the future, that the resource use is not feasible, that the proposed development or use serves a greater long term public interest, and that other impacts are evaluated.
Municipal Servicing Study	Any plan of subdivision or major development proposal should address the availability of adequate municipal services and impacts to existing municipal services and facilities.
Stormwater Management Plans	Any major development or site alteration proposed should address how stormwater runoff will be accommodated in terms of water quality and quantity, site grading, assessment of legal and adequate drainage outlets and erosion and sedimentation control measures.
Traffic/Parking Impact Analysis	Any development or site alteration that may have an impact on traffic flow and safety which may also include an analysis of parking standards.
Hydrogeological Study and Private Servicing Plans	Any development outside of the Urban Area where private sewage disposal and water systems are proposed should provide an assessment of soil and groundwater conditions, an evaluation of the ability of the site to accommodate private services and a plan illustrating the location of services, drainage and lot grading.
Financial Impact Assessment	To address financial implications of a proposed development on the provision of municipal services and utilities that may cause a financial, environmental or economic hardship for the Town and the Region.