



CORPORATION OF THE TOWN OF LINCOLN FORMAL PRE-CONSULTATION MEETING APPLICATION

CN: A02

Application #: _____

Purpose:

The Town of Lincoln requires that formal pre-consultation with Town and agency staff occurs prior to the submission of Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision and Condominium, Site Plan Control, and Consent applications. The purpose of this meeting is to identify the feasibility of a development concept, determine required planning applications, and identify the studies and reports necessary for planning applications.

Pre-Submission Discussions:

To confirm that the required documentation is provided for the pre-consultation meeting it is necessary that applicants have a brief discussion with Town Planning staff. A pre-consultation meeting will not be scheduled if a pre-submission meeting has not been undertaken with Town staff.

1. Please identify when your pre-submission meeting occurred with Town staff:

Date:

Application Type (Minor vs. Major Pre-Consultation Meeting):

To assist Town staff and the applicant in determining what supporting documents are required for a Pre-Consultation Meeting Application, please identify whether or not the proposal falls under the criteria of a Minor or Major application. Information on the differences between a Major and Minor application can be found in Appendix A.

A list of the required supporting documents for each of the application types is provided in Section 9 and 10 of this application. Please note that a Pre-Consultation Meeting Application will not be deemed complete until all of the required materials and fees are provided to Town staff. The fees can be found on the [Development Fees & Charges](#) page on the Town's [website](#).

2. PRE-CONSULTATION MEETING TYPE

Please indicate below if the pre-consultation meeting application is a minor or major application and what category of development your proposal falls under.

Minor Pre-Consultation Meeting Application

- | | | |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Consent | <input type="checkbox"/> Farm Help House | <input type="checkbox"/> Garden Suite |
| <input type="checkbox"/> Proposals where no zoning amendments are needed | <input type="checkbox"/> Minor Official Plan and/or Zoning By-law Amendments | <input type="checkbox"/> On-Farm Diversified Uses are equal to or less than 2.0% of a property's area |
| <input type="checkbox"/> Road Allowance Closure and Conveyance | <input type="checkbox"/> Site Alteration Permits | |

Major Pre-Consultation Meeting Application

- | | | |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Proposals with 11 or more dwelling units | <input type="checkbox"/> Major Official Plan and/or Zoning By-law Amendments | <input type="checkbox"/> Plans of Subdivision/ Condominium |
| <input type="checkbox"/> On-Farm Diversified Uses are greater than 2.0% of a property's area | | |

Please note that an additional Pre-Consultation Meeting will be required if a development concept has undergone substantial changes from the time of the original meeting. An additional Pre-Consultation Meeting is also required if a development application is submitted after the comments provided by Town and Commenting Agency staff expire. Comments from the Town are valid for one (1) year from the date of the pre-consultation meeting.

3. Location of Land

Concession No. _____ Lot(s) _____ Registered Plan No. _____ Lot(s) _____

Reference Plan No. _____ Part(s) _____

Geographic/Former Township _____

Name of Street _____ Street No. _____

4. Property Information

Frontage (metres): _____

Depth (metres): _____

Area (square metres): _____

What is the current use of the property? _____

If known, what were the previous uses of the subject property? _____

5. Encumbrances

Are there any encumbrances on the property? (e.g. easements) Yes No

If yes, please list encumbrances: _____

6. Planning Policies

Region of Niagara Official Plan: _____

Town of Lincoln Official Plan: _____

Town of Lincoln Zoning By-law: _____

Is the property listed in the Municipal Heritage Register, designated under the Ontario Heritage Act, or located adjacent to a designated property? Yes No

Are there any significant environmental features on, or in close proximity to the property or area of development? Yes No

If yes, please check all that apply:

<input type="checkbox"/>	Provincially Significant Wetland	<input type="checkbox"/>	Regulated Floodplain
<input type="checkbox"/>	Locally Significant Wetland	<input type="checkbox"/>	Regulated Shoreline
<input type="checkbox"/>	Woodland Over 2 Hectares	<input type="checkbox"/>	Watercourse, including Town Drains
<input type="checkbox"/>	Other. Please specify.		

7. Servicing

Please check which of the following services are available to the subject lands.

<input type="checkbox"/>	Municipal Water Source	<input type="checkbox"/>	Private Water System
<input type="checkbox"/>	Municipal Sewers	<input type="checkbox"/>	Private Sewage System

8. Details of Proposal

9. Required Documentation for Minor Pre-Consultation Meetings

Please provide one (1) electronic copy of the documents where indicated.

	Consent/ Farm Help Houses/ Garden Suites	Developments with less than 10 dwelling units	Minor Variances	Minor Official Plan and Zoning By- law Amendments	OFDU lot coverage is equal to or less than 2.0%
Completed Application Form	(•)	(•)	(•)	(•)	(•)
Pre-Con Application Fees	(•)	(•)	(•)	(•)	(•)
Cover Letter	(•)	(•)	(•)	(•)	(•)
Site Plan Drawing	(•)	(•)	(•)	(•)	(•)
Info on Lot Coverage Calculations					(•)

Note: (•) Indicates required documents.

10. Required Documentation for Major Pre-Consultation Meetings

Please provide one (1) electronic copy of the documents where indicated.	Developments with 11 or more dwelling units	Major Official Plan and Zoning By-law Amendments	Plans of Subdivision/ Condominium	OFDU lot coverage is greater than 2.0% of a property's area
Application Form	(•)	(•)	(•)	(•)
Pre-Con Application Fees (Town & Region)	(•)	(•)	(•)	(•)
Cover Letter	(•)	(•)	(•)	(•)
Site Plan Drawing	(•)	(•)	(•)	(•)
Elevation Drawings	(•)	(•)	(•)	(•)
Landscape Drawing	(•)	(•)	(•)	(•)
Planning Justification Brief	(•)	(•)	(•)	(•)
Functional Servicing Brief	(•)	(•)	(•)	(•)
Stormwater Management Brief	(•)	(•)	(•)	
Servicing Plan/ Grading Plan	(•)	(•)	(•)	
Information on Lot Coverage Calculations				(•)

Note: (•) Indicates required documents.

11. Terms of Reference

I have read and reviewed the Terms of Reference (Appendix B) that outline the details and information required for the documents that are required documentation needed for the pre-consultation application. I also understand that compliance with the Town's Terms of Reference will be used by staff to deem the completeness of subsequent planning applications.

Yes No

12. Owner Information

Name of Owner(s) (Print) _____

Name of Owner(s) (Signature) _____

Address _____

Postal Code _____ Tel: _____ e-mail: _____

13. Authorized Agent Information

Name of Authorized Agent (if any) _____

Address _____

Postal Code _____ Tel: _____ e-mail: _____

Note: Please specify to whom all communications should be sent: Owner Agent

Additional Information:

Expiration of Comments: *The applicant should be aware that the information provided is accurate as of the date of the pre-consultation meeting. Should an application not be submitted in the near future, and should other policies, by-laws or procedures be approved by the Province, Region, Town, or other agencies prior to the submission of a formal application, the applicant will be subject to any new policies, bylaws or procedures that are in effect at the time of the submission of a formal application. The comments provided in a pre-consultation meeting are valid for a period of no more than 1 year from the date of that meeting.*

If an application is deemed to substantially deviate from the plans discussed during the pre-consultation meeting, then a new pre-consultation meeting, including fee, may be required at the discretion of the Director of Community Planning

Public Record Notice: *The personal information requested is collected under the authority of the Planning Act, R.S.O. 1990, C.P. 13 as amended. The Town of Lincoln collects this information for the purposes of scheduling and preparing a pre-consultation meeting and to make informed decisions. The disclosure of this information is governed by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M. 56.*

APPENDIX A: Pre-Consultation Meeting Guide

The Town has recently updated its Pre-Consultation Meeting process to reflect recent changes to the Planning Act (1990) and to improve the efficiency of Lincoln's development approvals process. The objective or purpose of the pre-consultation meeting is to:

- Identify the level of support and any potential issues upfront for a development proposal that could affect the approval processes,
- Identify development and design considerations,
- Provide a list of the required reports, studies, and drawings that are required for planning applications to be deemed complete,
- Outline the Terms of Reference and technical requirements for all the required documents, and
- Identify potential fees that will be required through the development approvals process such as application fees, development charges, cash-in-lieu of parkland etc.

Do I need to meet with Town staff prior to a pre-consultation meeting?

Yes, prior to having a pre-consultation meeting the applicant is required to have a pre-submission meeting with Town staff.

How is a Pre-Submission Meeting different from a Pre-Consultation Meeting?

A pre-consultation meeting is not intended to replace pre-submission meetings or conversations at the planning counter, a phone inquiry or a meeting with Town, Regional or Agency staff. Information gathering is a necessary due diligence step to get started. The pre-submission meeting allows staff to provide information on the applicable planning policies and regulations, provide high level comments on the feasibility of a proposal, and identify whether a pre-consultation meeting is required. Should a pre-consultation meeting be required Town staff will provide the applicant with the Pre-Consultation Meeting Application Form.

How do I start the Pre-consultation meeting process?

The pre-consultation meeting process is initiated when a completed application form and all applicable fees and information is submitted to the Town. The required fees and documentation for a pre-consultation vary depending on whether the proposal is classified as a Minor or Major Pre-Consultation Meeting Application.

What is the Difference Between a Minor and Major Pre-consultation Application?

The time required by staff from the Town and commenting agencies to review and provide comments on a pre-consultation application vary depending on its size and complexity. To help staff prepare comments for the pre-consultation meeting there are two different types of pre-consultation meeting applications: Minor and Major.

The following development proposals are classified as a Minor Pre-Consultation Meeting Application:

- Consents: This includes proposals for minor lot boundary adjustments, the creation of new lots in urban areas, the severance of surplus farm dwellings or severances for technical reasons.
- Part Lot Control: Proposals for creating new lots within an existing Plan of Subdivision.
- Farm Help Houses: The establishment of a new farm help house on an agricultural property.
- Garden Suites: Placing a garden suite on a property within the rural areas of Lincoln.
- Developments where only Minor Variances are required: Examples could include reductions to minimum lot frontage, lot area, lot line setbacks and other development standards within the Town's Zoning By-law
- Developments with 10 or fewer residential units.
- Proposals where On-Farm Diversified Uses (OFDUs) have a lot coverage that is equal to or less than 2.0% of a property's total size.
- Minor Official Plan or Zoning By-law Amendments: This could include technical amendments to the location of a land use policy based on changes to wetland boundaries, or amendments that do not involve changing the land uses that are presently approved on a property.
- Developments where no amendments or other planning approvals are required.

The following development proposals are classified as a Major Pre-Consultation Meeting Application:

- Plan of Subdivisions or Condominium: Developments that require the approval of plans of subdivision or condominium (e.g. freehold, common element etc.)
- Developments with 11 or more residential units
- Major Official Plan or Zoning By-law Amendments: Developments that introduce a change in the permitted land uses or dwelling types are classified as a Major Official Plan and Zoning By-law Amendment
- Proposals where On-Farm Diversified Uses (OFDUs) have a lot coverage that is greater than 2.0% of a property's total size.

What Documents are Required for a Pre-Consultation Meeting?

The documents required for a pre-consultation meeting application vary on the type of development being proposed. The Formal Pre-Consultation Meeting Application provides a list of the documents required for various types of proposals. Please note that a pre-consultation meeting will not be scheduled until all of the required documents are submitted to the Town.

Are there any standards that should be used when preparing the documents required for a Formal Pre-Consultation Meeting?

All required documents must be developed using the Terms of Reference that are used by the Town and/or applicable commenting agencies.

When do Pre-Consultation Meetings occur?

The Town of Lincoln schedules formal Pre-Consultation meetings beginning at 1:00pm on the 2nd and 4th Thursday of each month.

When is the cutoff for submitting a Formal Pre-Consultation Meeting Application Form?

The time needed by Town and commenting agency staff to review and provide fulsome comments on a pre-consultation meeting application depends on the complexity of the development proposal. The following outlines the submission cutoffs for Minor and Major Pre-Con Meeting Applications:

- **Minor Pre-Con Meeting Applications:** The Wednesday before the next scheduled pre-Con meeting.
- **Major Pre-Con Meeting Applications:** At least three weeks prior to the next scheduled pre-con meeting.

How Long Are pre-consultation meetings?

The length of a pre-consultation meeting varies depending on the complexity of the proposal. As the Town typically schedules 1 – 5 pre-consultation meetings during the afternoons of the 2nd and 4th Thursday of each month, the maximum time for a pre-consultation meeting is 45 minutes.

What is Provided to the applicant after a pre-consultation meeting?

Staff from the Town of Lincoln and commenting agencies (where applicable) provide detailed information outlining the planning and development policies applicable to the development proposal, a summary of comments and concerns regarding the proposed development, and a list of the documents and fees that are required for subsequent planning and development applications. This information will be provided to the applicant within two weeks of the pre-consultation meeting.

How long is the information from the Pre-Consultation Meeting valid?

Comments provided at the Pre-Consultation meeting will remain valid for up to 12-months following the date of the pre-consultation meeting at the discretion of the Town of Lincoln's Director of Planning and Development. If the required subsequent applications are not received by the Town of Lincoln within the 12-month period following the pre-consultation meeting the comments provided by staff from the Town and other commenting agencies become invalid. The applicant will be required to submit a new "Formal Pre-Consultation Meeting Application form" to the Town.

APPENDIX B: Terms of Reference

Terms of Reference for Site Plan Drawings

- Drawings are to scale (in metric), with North arrow
- Property boundaries

- Details of Development:
 - a. Net lot area (m²)
 - b. Building coverage (m²)
 - c. Gross Floor Area (m²)
 - d. Building Height (m) and (number of storeys) Proposed and Permitted
 - e. Number of Residential Units
 - f. Min. and Max. Yard requirements (m) Proposed and Required
 - g. Amenity Areas (m²) Proposed and Required (if any)

- Location of existing and proposed buildings
 - a. Dimensions showing length and width of building(s)
 - b. Dimensions showing setback of buildings to lot line(s)
 - c. Location or outline of existing buildings on adjacent properties

- Parking Areas
 - a. Number of Parking Spaces
 - b. Number of typical and accessible parking spaces provided
 - c. Dimensions of typical and accessible parking spaces provided
 - d. Width of parking aisle/driveway
 - e. Setback of parking spaces to lot line(s)

- Location of sidewalks/walkways
- Location of garbage storage/pickup area and any loading space(s)
- Planning matrix showing all applicable zoning regulations and how the proposed development meets or does not meet them.

Terms of Reference for Landscaping Drawings

- Drawing is to scale (in metric) and shows north arrow, existing property lines, driveways, building entrances, existing or proposed easements and/or encroachments
- Identify landscaped area (m²) and percentage landscaped area (proposed and required)
- Identify any landscape buffering requirements
- Identify the location of all existing natural features including top of bank, watercourse features, valley lands, etc.
- Identify the location, size, number and species of existing trees that are to be retained or removed under the Town's Site Alteration By-law (including trees on adjacent properties within six meters of the subject land's property lines)
- Identify the location and planting details of proposed trees including any tree replacement requirements, shrubs, other plants and any other improvements including but not limited to street furniture, ramps, waste and recycling facilities including screening features, lighting and bicycle parking and storage facilities,
- Snow storage areas

Terms of Reference for Elevation Drawings

- Drawings are to scale
- Front, side and rear elevations of a typical building block showing the specific material to be used (i.e., brick, wood, concrete block, precast concrete, stucco, etc., including the proposed colours of the materials to be used on the exterior elevations)
- The elevations must be complete showing windows, doors and height (measured from finished grade level to the highest point of the roof surface or parapet) of proposed building(s).
- Elevation plans are to be submitted as coloured drawings.

Terms of Reference for Agricultural Impact Assessment

- A technical report that provides a written description of the impact of a proposed development on the surrounding environment specifically the viability of agricultural uses and operations as well as mitigation measures to reduce any negative impacts.
- See [Terms of Reference for Agricultural Impact Assessment](#)

Terms of Reference for Functional Servicing Report

- A technical report that provides a written description of the overall impact of a proposed development on water and wastewater service capabilities.
- See [Terms of Reference for Functional Servicing Report](#)

Terms of Reference for Land Use Compatibility Study

- A technical report that provides a written description of the land use compatibility of sensitive land uses, where permitted or proposed adjacent to, or near to industrial uses; or within the influence area of major facilities; or in proximity to transportation and utility sources.
- See [Terms of Reference for Land Use Compatibility Study](#)

Terms of Reference for Noise Study

- A technical report that provides a written description of the impact of noise generated by a proposed development on the surrounding environment, the impact of noise and/or vibration from the surrounding environment on the proposed development, both stationary and mobile sources, and the impact of noise from the proposed development on itself as well as mitigation measures to reduce any negative impacts.
- See [Terms of Reference for Noise Study](#)

Terms of Reference for Planning Justification Report

- A technical report that provides background context of the proposal, an overview of the purpose and effect of the application(s) and to provide a professional planning rationale by demonstrating how the proposal is consistent with provincial policy and conforms to applicable planning policy documents and good planning principles.
- See [Terms of Reference for Planning Justification Report](#)

Terms of Reference for a Sun/Shadow Study

- A technical study that identifies potential shadows and proposes mitigation measures when excessive shadows result in negative impacts to their surroundings.

Terms of Reference for Stormwater Management Report

- A technical report that evaluates the effects that a proposed development may have on the natural environment, surrounding lands and the municipal stormwater infrastructure system.
- See [Terms of Reference for Stormwater Management Report](#)

Terms of Reference for a Traffic Impact Study

- A technical report that provides the benefits and impacts for all modes of transportation generated by, or attracted to, a new development or redevelopment.
- See [Terms of Reference for a Traffic Impact Study](#)

Terms of Reference for Wind Study

- A technical report that provides a model and written description that is to deliver consistent and fulsome wind analysis as a result of a development proposal.
- See [Terms of Reference for a Wind Study](#)

Municipal Design & Quality Standards

- Outlines the Town of Lincoln's requirements for all design submissions related to approval of industrial, commercial and residential subdivision construction.
- See [Municipal Design and Quality Standards](#)