

GUIDE TO APPLICANTS

TOWN OF LINCOLN APPLICATION FOR A FORMAL PRE-CONSULTATION MEETING INFORMATION AND PROCEDURES

1. 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 objective or purpose of the pre-consultation meeting is to:

- Identify the feasibility of a development concept
- Determine required planning applications
- 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.

2. 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 prior to submitting an application for pre-consultation. A pre-consultation meeting will not be scheduled if a pre-submission meeting has not been undertaken with Town staff.

3. Submission of an application

A Pre-Consultation Meeting Application will not be deemed complete until all of the required materials and fees are provided.

FAQ's:

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 instructions to apply online.

How do I start the Pre-consultation meeting process?

The pre-consultation meeting process is initiated when an application, required documentation and applicable fees are submitted electronically in Cloudpermit. The required fees and documentation for a pre-consultation vary depending on whether the proposal is classified as a Minor or Major Pre-Consultation 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?

Please refer to the charts below:

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					(•)

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				(•)

Please note that a pre-consultation meeting will not be scheduled until all of the required documents are submitted in Cloudpermit.

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-consultation meeting.
- **Major Pre-Con Meeting Applications:** At least three weeks prior to the next scheduled pre-consultation 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 by email to the applicant typically 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 Pre-Consultation Meeting Application.