



Mandatory Pre-Consultation Meeting Request Form (DART)

In accordance with the *Planning Act* and pursuant to By-law 2008-118, the Town of Caledon Planning and Development Department requires applicants to consult with the Town prior to submission of the following development applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Plans of Subdivision
- Plans of Condominium
- Site Plan

The purpose of such meeting is to confirm the appropriate planning approvals required for the development of a site. This meeting will also identify required drawings, supporting studies and reports that are necessary for the application(s) to be deemed complete. The applicant is also provided the opportunity to find out what planning policies apply to the site, processing timelines, recent Council decisions which may be of relevance, as well as discover potential areas of concern.

Mandatory Pre-Consultation meetings are managed by the Development Application Review Team (DART) meetings. DART meetings are held bi-weekly on Thursdays from 1:00 to 4:00 pm at Town Hall. To request attendance at a DART meeting, the applicant must submit the following information to the Development Service Advisor.

- A Completed Mandatory Pre-Consultation Meeting Request Form;
- A Cover Letter which includes the following:
 - A brief description of the site and proposed development;
 - Site address, legal description and site area;
 - Roll and PIN numbers;
 - Owner and applicant name and contact information (including phone numbers and email addresses)
- A Scalable Site Plan or a Concept Plan of the proposal which includes the property location, lot lines, proposed access, building location, parking, landscaping and setbacks; and,
- Concept Elevation drawings and/or Coloured Renderings.

Please note that if the above-noted documents are submitted electronically, they must be readable/scalable when printed on maximum 11 x 17 format.

Once the applicant has submitted the above-noted material, the schedule DART Meeting date will be confirmed with the applicant and the information is then circulated to various internal departments and external agencies for review. At the meeting, representatives from the departments and agencies (including the Region of Peel, Niagara Escarpment Commission, School Boards, Conservation Authorities, as well as the Town of Caledon Planning, Building, Finance, Economic Development, Fire and Emergency Services, Public Works and Legal Services Departments), will provide the applicant feedback, and the Lead Planner will complete a Mandatory Pre-Consultation Meeting Form which will be signed by both the Lead Planner as well as the applicant. A copy of the Mandatory Pre-Consultation Meeting Form will be provided to the applicant at the meeting. This form will outline the required supporting documentation which must be submitted prior to an application being deemed complete and circulated.

Please note:

- That all comments and direction offered by staff is preliminary and based solely on the information available at the time of the meeting.
- Once an application has been submitted, deemed complete and circulated for comments, additional information may be required during the processing of the application.

For Office Use Only

Date Received: _____	Ward: _____
PIN Number: _____	Roll Number: _____
Meeting Date: _____	Lead Planner Assigned: _____

NOTE:

Please submit the completed Mandatory Pre-Consultation Meeting Request Form (DART) and required information in person, by e-mail or fax to:

Kathryn Mifsud
 Development Service Advisor
 Planning and Development Department
 Tel.: 905-584-2272 ext. 4298
 Fax: 905-584-5312
 Email: kathryn.mifsud@caledon.ca

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