

# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

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**File Number:** PRE 2023-0274  
**Meeting Date:** February 1<sup>st</sup>, 2024

**Lead Planner:** Alex Mior, Development  
**Expiry Date:** August 9<sup>th</sup>, 2024

**Purpose and Advisory Information**

In accordance with the *Planning Act* and pursuant to By-law 2022-052, applicants are required to complete Pre-Consultation with the Town which consists of an Inquiry Meeting, a Preliminary (PARC) Meeting and Pre-Consultation (DART) Review, prior to submission of development applications.

It is important to note that all comments provided at the PARC Meeting and contained within this document are preliminary only and based solely on the information that was made available at the time of the meeting. This meeting does not imply or suggest any decision whatsoever on behalf of the Town of Caledon. Once the Pre-Consultation (DART) Review or an application has been submitted and is in circulation, additional information may be required during the processing of the application.

The proposal as described on this form has been reviewed at a Preliminary (PARC) Meeting and the 'complete' application requirements are outlined in this document. If an application does not contain the items outlined in this document, the application will be deemed incomplete and will not be accepted by the Town of Caledon.

As per By-law No. 2022-052, a new Preliminary (PARC) Meeting will be required should the Pre-Consultation (DART) Review or application not be submitted by the expiry date. If additional consultation is required, it should be held prior to the expiry date to ensure all matters have been addressed.

If the applicant does not contact Town Staff for clarification of this document, within 10 business days of receiving this document, the applicant acknowledges that the requirements outlined within this document must be submitted for the application to be considered 'complete'.

**Section 1: Applicant and Owner Information**

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Applicant Name: Phone Number: Email Address:	Maurizio Rogato of Blackthorn Development Corp. 416 888 7159 (business) <a href="mailto:mrogato@blackthorncorp.ca">mrogato@blackthorncorp.ca</a>
Owner Name: Phone Number: Email Address:	Mark Cancian of Cancian Construction Ltd. 905 857 0714 (business) <a href="mailto:markcancian@live.ca">markcancian@live.ca</a>

**Section 2: Project and Property Information**

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Municipal Address: Legal Description: Roll Number:  Site Area:	15, 21 & 27 Shore Street, Caledon, ON. Part Lots 10, 11, 12, 13, designated as Block 6 on plan BOL-7 2124.090.006.14700.0000, 2124.090.006.14800.0000, 2124.090.006.14900.0000 0.0925 ha 0.23 acres
Project Name: <b>Proposal:</b>	<u>Blackthorn Development Corp. on behalf of Cancian Construction Ltd.</u> ZBA to develop a four-storey residential apartment building that will include nineteen units and twenty-nine parking spaces on the property of 15, 21 and 27 Shore Street.
<b>Existing GFA:</b>	<u>Unknown m<sup>2</sup></u> <u>Proposed GFA: 1,557.39 m<sup>2</sup></u>
Servicing:	<u>Municipal Water</u> <u>Municipal Sewage</u>

**Section 3: Planning Policy Framework**

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**Provincial Plans**

Places to Grow Plan, 2020:	<u>Built Up Area - Conceptual</u>
Greenbelt Plan, 2017:	N/A
Niagara Escarpment Plan, 2017:	N/A
Oak Ridges Moraine Conservation Plan, 2017:	N/A



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Zoned EPA1-ORM, EPA2-ORM and/or Within the Associated Buffer in the Oak Ridges Moraine:	N/A
Provincial Agricultural System:	N/A
Provincial Natural Heritage System:	N/A
Wetlands Identified by the Province:	N/A
<b>Region of Peel Official Plan:</b>	<b>Urban System – Schedule ‘E-1’ – Regional Structure</b>
<b>Town of Caledon Official Plan:</b>	<b>Rural Service Centre Bolton, Schedule ‘A1’ Low Density Residential, Schedule ‘C’ Settlement Area, Schedule ‘F’ Delineated Built-Up Area, Figure ‘1’</b>
<b>Town of Caledon Future Official Plan:</b>	To be determined
<b>Town of Caledon, Zoning By-law 2006:50, as amended:</b>	<b>Residential One - R1</b>
<b>Interim Control By-law:</b>	N/A
<b>GTA West Corridor:</b>	N/A
<b>Heritage Interest:</b>	N/A
<b>Archaeological Interest:</b>	Yes
<b>Conservation Authority:</b>	N/A
<b>Access Authority:</b>	<b>Shore Street (Town)</b>
<b>Other Applications Affecting the Property and Their Status:</b>	<b>PRE 2017-0194, PRE 2023-0116</b>

## Section 4: Required Approvals

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In accordance with Staff Report 2022-0209, the Town is no longer accepting the submission of concurrent development applications and where public infrastructure is proposed, a Draft Plan of Subdivision will be required.

The following applications are required:

- **Pre-Consultation (DART) Review for Zoning By-law Amendment (Subject to this PARC Meeting)**
- **Zoning By-law Amendment**
- **Pre-Consultation (DART) Review for Official Plan Amendment (Subject to PRE 2023-0116 Meeting)**
- **Official Plan Amendment**
- **Pre-Consultation (DART) Review for Site Plan Approval – Full Stream (Subject to a separate [PARC] Meeting)**
- **Site Plan Approval Application – Full Stream**

The following additional approvals and/or requirements are required:

- **Road Access Approval**
- **Servicing Approval**

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## Section 5: Complete Application Requirements

The 'complete' application requirements are outlined in two tables below:

- 1) Approvals, Engagement and Consultation to be Completed prior to an Application Being Considered 'Complete'
- 2) Material and Documentation Required for Submission for an Application to be Considered 'Complete'

If an application does not meet the requirements outlined in this document, the application will be deemed incomplete and will not be processed by the Town of Caledon.

### Approvals, Engagement and Consultation to be Completed prior to an Application Being Considered 'Complete'

Prior to an application being considered 'complete' the following approvals/permissions must be in place, and the following engagement and consultation must be completed to the satisfaction of the applicable agency/department.

Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
<b>X</b>	Written Confirmation to the Satisfaction of the Town of the Completion of the Pre-Consultation (DART) Review for the Project	<p>Please prepare the submission material as per the requirements contained within this form. Once completed, please submit the material with the Pre-Consultation (DART) Review Form to <a href="mailto:planning@caledon.ca">planning@caledon.ca</a>. Planning staff will then contact you to arrange for payment of the required fee:</p> <ul style="list-style-type: none"> <li>• \$9,590.54 per submission</li> </ul> <p>Once the Pre-Consultation (DART) Review is satisfactory, Planning staff will provide direction on how to submit the application.</p>
	Written Confirmation to the Satisfaction of the Town of a Regional Official Plan Amendment being in Full Force and Effect for the Subject Lands	<p>Prior to the submission of the required application, a Regional Official Plan Amendment must be approved and in full force and effect for the subject lands, supporting the proposed development.</p> <p>For more information on the Regional Official Plan Amendment process, please contact:</p> <p>Christina Marzo            Manager, Planning and Development Services            Public Works, Region of Peel            905.791.7800 x. 4362  <a href="mailto:Christina.marzo@peelregion.ca">Christina.marzo@peelregion.ca</a></p>



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Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
	Written Confirmation to the Satisfaction of the Town of Completion of the Growth Management and Phasing Study and Confirmation that the Proposed Development Conforms to the Study	<p>The Town of Caledon is undertaking a Growth Management and Phasing Study to identify how, where and when the Town will grow.</p> <p>Prior to the submission of the required application, the Study must be complete and it must confirm that the proposed development conforms to the study.</p> <p>For more information on the Growth Management and Phasing Study, please contact:            Steven Burke, Manager, Strategic Policy Planning            Planning Department, Town of Caledon            905.584.2272 x. 4264            Steven.burke@caledon.ca</p>
	Written Confirmation to the Satisfaction of the Town of a Secondary Plan being in Full Force and Effect for the Subject Lands	<p>Prior to the submission of the required application, a Town-led Secondary Plan must be approved and in full force and effect for the subject lands.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form.</p>
	Written Confirmation to the Satisfaction of the Town of a Block Plan being in Full Force and Effect for the Subject Lands	<p>Prior to the submission of the required application, a Block Plan must be approved and in full force and effect for the subject lands.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form.</p>
	Written Confirmation to the Satisfaction of the Town of Approval from the Niagara Escarpment Commission	<p>Prior to the submission of the required application, approval from the Niagara Escarpment Commission must be received, permitting the proposed development. Approval of a Niagara Escarpment Plan Amendment is required, and the approval must be in full force and effect.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form or the Niagara Escarpment Commission.</p>
<b>X</b>	<b>Written Confirmation to the Satisfaction of the Town of an Official Plan Amendment being in Full Force and Effect for the Subject Lands and Project</b>	<b>Prior to the submission of the required application, an Official Plan Amendment must be approved and in full force and effect for the subject lands, permitting the proposed development.</b>



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Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
		For more information on this process, please contact the Lead Planner as noted on this form.
	Written Confirmation to the Satisfaction of the Town of a Zoning By-law Amendment being in Full Force and Effect for the Subject Lands and Project	<p>Prior to the submission of the required application, a Zoning By-law Amendment must be approved and in full force and effect for the subject lands, permitting the proposed development.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form.</p>
	Written Confirmation to the Satisfaction of the Town of a Draft Plan of Subdivision having been Registered for the Subject Lands	<p>Prior to the submission of the required application, a Draft Plan of Subdivision must be registered for the subject lands.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form.</p>
	Written Confirmation to the Satisfaction of the Town of a Draft Plan of Condominium having been Registered for the Subject Lands	<p>Prior to the submission of the required application, a Draft Plan of Condominium must be registered for the subject lands.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form.</p>
	Written Confirmation to the Satisfaction of the Town of a Site Plan Application having received Final Site Plan Approval for the Subject Lands and Project	<p>Prior to the submission of the required application, a Site Plan application must have been issued Final Approval for the project.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form.</p>
<b>X</b>	Written Confirmation to the Satisfaction of the Town that Meaningful Consultation has Occurred with Indigenous Communities	Prior to the submission of the required application, meaningful consultation must have occurred with Indigenous Communities.
<b>X</b>	Written Confirmation to the Satisfaction of the Town that Meaningful Consultation has Occurred with the Public	Prior to the submission of the required application, meaningful public consultation must have occurred.
	Written Confirmation to the Satisfaction of the Town of a Permit or Clearance Letter having been Issued from the Appropriate Conservation Authority or Environmental Reviewer	Prior to the submission of the required application, a Permit or Clearance Letter from the Toronto and Region Conservation Authority or Environmental Reviewer must have been issued for the project.



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Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
		As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner. For more information on this process, please contact the Lead Planner as noted on this form or the Toronto and Region Conservation Authority.
	Written Confirmation to the Satisfaction of the Town of a Permit having been Issued by the Ministry of Transportation	Prior to the submission of the required application, a Permit from the Ministry of Transportation must have been issued for the project.  For more information on this process, please contact the Lead Planner as noted on this form or the Ministry of Transportation.
	Written Confirmation to the Satisfaction of the Town of Road Access Approval from the Ministry of Transportation Confirming Location, Type and Capacity	Prior to the submission of the required application, the Ministry of Transportation must have confirmed the access location, type and capacity in writing for the project.  For more information on this process, please contact the Lead Planner as noted on this form or the Ministry of Transportation.
	Written Confirmation to the Satisfaction of the Town of Road Access Approval from the Region of Peel Confirming Location, Type and Capacity	Prior to the submission of the required application, the Region of Peel must have confirmed the access location, type and capacity in writing for the project.  For more information on this process, please contact the Lead Planner as noted on this form or the Region of Peel.
X	Written Confirmation to the Satisfaction of the Town of Servicing Approval from the Region of Peel, Confirming Servicing Requirements and Capacity are Present or Have Been Committed To	Prior to the submission of the required application, the Region of Peel must have issued servicing approval, confirming servicing requirements and that the capacity is present or has been satisfactorily committed to, all in writing, for the project.  For more information on this process, please contact the Lead Planner as noted on this form or the Region of Peel.
	Written Confirmation to the Satisfaction of the Town of Approval of the Limits of Development from the Applicable Conservation Authority or Environmental Reviewer	Prior to the submission of the required application, the Region, Town and Conservation Authority must be satisfied that the proposed development respects the features and has appropriate limits of development.



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Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
		<p>As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form or the Toronto and Region Conservation Authority.</p>
X	<p>Written Confirmation to the Satisfaction of the Town of Acceptance of All Required Archaeological Assessments by the Ministry of Citizenship and Multiculturalism</p>	<p>Prior to the submission of the required application, a Stage 1-2 archaeological assessment must be received and accepted by the Ministry of Citizenship and Multiculturalism (MCM).</p> <p>Heritage staff require submission of all completed archaeological assessment(s) and their corresponding MCM acceptance letters.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form or Town of Caledon Heritage Staff at <a href="mailto:heritage@caledon.ca">heritage@caledon.ca</a>.</p>
	<p>Written Confirmation to the Satisfaction of the Town of Parkland Requirements:</p> <ul style="list-style-type: none"> <li>Where Parkland Dedication is Applicable, Confirmation of the Park Size, Location and Configuration</li> <li>Where Cash-in-Lieu of Parkland is Required, the Rate of How it is to be paid and a Satisfactory Appraisal</li> </ul>	<p>Prior to the submission of the required application, confirmation of parkland requirements is required, including but not limited to confirmation of the park size, location and configuration or the rate and calculation of how cash-in-lieu of parkland is required.</p> <p>For more information on parkland dedication, please contact the Lead Planner as noted on this form or Town of Caledon Parks staff.</p>
	<p>Written Confirmation to the Satisfaction of the Town of the Confirmation of School Sites: Where Land for Schools is Applicable, Confirmation of the Parcel Size, Location and Configuration is Required</p>	<p>Prior to the submission of the required application, confirmation of school capacity/lands required for schools is required, including but not limited to confirmation of the school parcel size, location and configuration.</p> <p>For more information on parkland dedication, please contact the Lead Planner as noted on this form.</p>
	<p>Written Confirmation to the Satisfaction of the Town of the Confirmation of Other Community Infrastructure: Where Lands for Municipal and Regional Services such as Community Centres, Fire, Paramedic and Police Stations and/or Public Operations</p>	<p>Prior to the submission of the required application, confirmation of lands for community infrastructure (including but not limited to Municipal and Regional Services such as community centres, fire, paramedic and police stations, public</p>



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Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
	Yards are Applicable, Confirmation of the Parcel Size, Location and Configuration is Required	<p>operations yards, etc.) is required, which shall include the parcel size, location and configuration.</p> <p>For more information on parkland dedication, please contact the Lead Planner as noted on this form.</p>
X	Written Confirmation to the Satisfaction of the Town of Acceptance of all Peer Reviews	<p>Prior to the submission of the required application, all peer reviews outlined below and/or required through the processing of the Pre-Consultation (DART) Review are to be completed to the satisfaction of the Town.</p> <p>All peer reviews are at the cost of the applicant/owner.</p> <p>As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.</p> <p>For more information on peer reviews, please contact the Lead Planner noted on this form.</p>
	Written Confirmation to the Satisfaction of the Town of Completion of a Zoning Certificate Demonstrating Compliance with the Applicable Zoning By-law	<p>Prior to the submission of the required application, a Zoning Certificate is required which demonstrates compliance with the applicable Zoning By-law.</p> <p>Please prepare the submission material as per the requirements contained within the Zoning Certificate Application Form. Once completed, please submit the material with the Zoning Certificate Application Form to <a href="mailto:planning@caledon.ca">planning@caledon.ca</a>. Planning staff will then contact you to arrange for payment of the required fee.</p> <p>For more information on the Zoning Certificate process, please contact the Lead Planner noted on this form, or Zoning staff.</p>
X	Written Confirmation to the Satisfaction of the Town that the proposed development complies with the Zoning By-law	<p>Prior to the submission of the required application, written confirmation is required from the Town's Zoning Administrator that the proposed development complies with the applicable Zoning By-law. This review and confirmation will be completed as part of the Pre-Consultation (DART) Review process.</p>





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Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
		For more information on the Zoning Certificate process, please contact the Lead Planner noted on this form, or Zoning staff.
	Written Confirmation to the Satisfaction of the Town of Receipt of a Record of Site Condition	<p>Prior to the submission of the required application, receipt of a Record of Site Condition is required from Ministry of the Environment, Conservation, and Parks.</p> <p>For more information on the Record of Site Condition process, please contact the Lead Planner noted on this form, or contact Development Engineering staff.</p>
X	Written Confirmation to the Satisfaction of the Town of Acceptance of the Green Development Standards	<p>Prior to the submission of the required application, written acceptance of the Town's Green Development Standards, to the satisfaction of the Town, is required.</p> <p>For more information on the Green Development Standards, please contact:</p> <p>William Overholt  <a href="mailto:william.overholt@caledon.ca">william.overholt@caledon.ca</a>            905-584-2272</p>



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## Material and Documentation Required for Submission for an Application to be Considered 'Complete'

The 'complete' application requirements are outlined in the table below. All items noted in the table below are required to be deemed satisfactory to the Town prior to an application being considered 'complete'.

To assist you in the preparation of the required material, the Town has prepared a number of Terms of Reference for your review. These Terms of Reference are available on the Town's website and while they offer general guidance, at the Preliminary (PARC) Meeting the Town or external agencies may have noted additional requirements and/or scoped the requirements. Any notes or guidance on this is contained within the table below.

Required (X)	Document	Scope & Detail	Agency/Department Requested	Subject to Peer Review at Applicants Cost (X)
X	Cover Letter	<p>Submission of a satisfactory Cover Letter including but not limited to:</p> <ul style="list-style-type: none"> <li>A brief description of the site including municipal address, legal description, roll number, PIN, lot area, lot frontage, existing uses and surrounding land uses</li> <li>Consulting team contact information including but not limited to: Owner, Applicant, Planner, Engineer, Landscape Consultant, Architect/Urban Designer, Environmental Consultant, Traffic Consultant</li> <li>A description of the proposed development including but not limited to land uses, building size, transportation considerations (i.e. access, parking, amount of traffic – number of employees/visitors), unit number and size for different uses within a multi-tenant building</li> <li>A description of all existing draining and natural features (regulated and unregulated)</li> <li>Overall description of the proposed site engineering, landscape and built form details</li> <li>Expected timing of approval/construction</li> <li>All content submitted with the Pre-Consultation (DART) Review Submission</li> <li>Please provide a list of all documents supported as part of this application in a separate Word document indicating:</li> </ul>	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning &amp; Development Department, Planning</p>	



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		Document name, prepared by XX, revision #XXX, dated XXXX.		
		Please visit the Town's website to ensure that the Cover Letter meets the <a href="#">Electronic Submission Requirements</a> .		
X	Completed Preliminary (PARC) Meeting Form	Submission of the Preliminary (PARC) Meeting Form.	All agencies and departments	
		Please visit the Town's website to ensure that the Form meets the <a href="#">Electronic Submission Requirements</a> .	Primary Contact: Town of Caledon, Planning & Development Department, Planning	
X	Application Form: <ul style="list-style-type: none"> <li>Pre-Consultation (DART) Meeting Form</li> <li>Zoning By-Law Amendment Form</li> </ul>	Submission of a complete and satisfactory Pre-Consultation (DART) Review Form found at <a href="http://www.caledon.ca/development">www.caledon.ca/development</a> or by speaking with the Lead Planner at the Town.	All agencies and departments	
		For the Zoning By-Law Amendment, please submit a complete and satisfactory Zoning By-Law Amendment form found at <a href="http://www.caledon.ca/development">www.caledon.ca/development</a> .	Primary Contact: Town of Caledon, Planning & Development Department, Planning	
	Draft Official Plan Amendment and Schedule	Submission of a satisfactory Official Plan Amendment (Schedule and Text) in accordance with the requirements of the Town, Region, Conservation Authority and other agencies.	All agencies and departments	
		Please visit the Town's <a href="#">website</a> to access the following documents to prepare the Amendment: <ul style="list-style-type: none"> <li>Terms of Reference: Official Plan Amendment</li> <li>Official Plan Amendment Guide – How to Write an Amendment</li> <li>Official Plan Amendment Template</li> <li><a href="#">Electronic Submission Requirements</a></li> </ul>	Primary Contact: Town of Caledon, Planning & Development Department, Planning	
X	Draft Zoning By-law Amendment and Schedule	Submission of a satisfactory Zoning By-law Amendment (Schedule and Text) in accordance with the requirements of the Town, Region, Conservation Authority and other agencies.	All agencies and departments	
		Please visit the Town's <a href="#">website</a> to access the following documents to prepare the Amendment: <ul style="list-style-type: none"> <li>Terms of Reference: Zoning By-law Amendment</li> </ul>	Primary Contact: Town of Caledon, Planning & Development Department, Planning	



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		<ul style="list-style-type: none"> <li>• <a href="#">Zoning By-law Amendment Templates</a></li> <li>• <a href="#">Electronic Submission Requirements</a></li> </ul>		
	Draft Plan of Subdivision	<p>Submission of a satisfactory Draft Plan of Subdivision in accordance with the Town's requirements of the Town, Region, Conservation Authority and other agencies.</p> <p>Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a>.</p>	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning &amp; Development Department, Planning</p>	
	Draft Plan of Condominium	<p>Submission of a satisfactory Draft Plan of Condominium in accordance with the Town's requirements of the Town, Region, Conservation Authority and other agencies.</p> <p>Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a>.</p>	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning &amp; Development Department, Planning</p>	
X	Site Plan	<p>Submission of a satisfactory Site Plan drawing, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Complete site plan in metric, showing all necessary dimensions to determine zoning compliance</li> <li>• Show dimensions of all driveway and entrance widths, including setbacks to lot lines, etc.</li> <li>• All buildings, structures, driveway(s), driveway widths, parking spaces, parking space size, aisles, accessibility spaces, dimensions of buildings/structures, setbacks, height, entrance width, entrance setback etc. to be indicated on site plan (not an aerial photo)</li> <li>• Any snow storage and amenity areas</li> <li>• Delivery spaces and loading spaces with dimensions and setbacks to lot lines and buildings</li> <li>• A clear description of all uses intended for the subject property</li> <li>• The location and width of planting strips</li> </ul>	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning &amp; Development Department, Planning</p>	

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		<p>The Site Plan is to be satisfactory in accordance with the Town's requirements of the Town, Region, Conservation Authority and other agencies.</p> <p>Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a>.</p>		
	Scalable Concept Plan	<p>Submission of a satisfactory Scalable Concept Plan drawing, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Scalable concept plan in metric</li> <li>• A clear description of all uses intended for the subject property</li> <li>• The location of all driveways and entrances</li> <li>• The location of all buildings, structures, driveway(s), parking spaces, accessible parking spaces</li> <li>• The location of any snow storage and amenity areas</li> <li>• The location of delivery spaces and loading spaces</li> <li>• The location of planting strips</li> </ul> <p>The Scalable Concept Plan is to be satisfactory in accordance with the Town's requirements of the Town, Region, Conservation Authority and other agencies.</p> <p>Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a>.</p>	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning &amp; Development Department, Planning</p>	
X	Survey Plan	<p>Submission of a satisfactory Survey Plan in accordance with the Town's requirements of the Town, Region, Conservation Authority and other agencies.</p> <p>Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a>.</p>	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning &amp; Development Department, Planning</p>	
X	Fees (Region of Peel)	<p><i>The Region will require a Pre-Consultation Application Review Fee of \$1,500.00 prior to releasing first submission comments on the subsequent DART application. An additional review fee will also be required once the formal Zoning Bylaw Amendment application is received by the Region and must be paid prior to Regional clearance.</i></p>	<p>Region of Peel</p>	



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		Submission of the required Region of Peel fees. Please refer to the Region's website: <a href="https://www.peelregion.ca/development-application-types-and-requirements/">Development application types and requirements - Region of Peel (peelregion.ca)</a>		
X	Fees (Town of Caledon)	<p>Submission of the required Town of Caledon fees. Refer to <a href="#">Fees By-law</a></p> <p>Please submit the required fee with each Pre-Consultation Submission/Review:</p> <ul style="list-style-type: none"> <li>Pre-Consultation Submission/Review – \$9,590.54 per submission*</li> </ul> <p>At the time that the Zoning By-Law Amendment is submitted, please submit the associated payment (to be confirmed at completion of the DART process)</p> <p><i>*This is the current fee. Fees are subject to change and the fee in effect at the time is to be paid.</i></p>	Town of Caledon, Planning & Development Department, Planning	
	Fees (Credit Valley Conservation)	<p>Submission of the required Credit Valley Conservation authority fees.</p> <p>Please refer to CVC Fee Schedule found on the CVC website - <a href="https://cvc.ca/about-planning-permits/fee-schedule/">https://cvc.ca/about-planning-permits/fee-schedule/</a> Note the Plan Review fees are below the Permit fees.</p>	Credit Valley Conservation	
	Fees (Lake Simcoe Region Conservation Authority)	Submission of the required Lake Simcoe Region Conservation Authority fees.	Lake Simcoe Region Conservation Authority	
	Fees (Nottawasaga Valley Conservation Authority)	Submission of the required Nottawasaga Valley Conservation Authority fees.	Nottawasaga Valley Conservation Authority	
	Fees (Toronto and Region Conservation Authority)	Submission of the required Toronto and Region Conservation Authority fees.	Toronto and Region Conservation Authority	
	Aggregate Resource Impact Study	Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning	X
	Agricultural Impact Assessment	Submission of a satisfactory Agricultural Impact Assessment (AIA) to evaluate the impact a proposed development will have on an agricultural resource.	Town of Caledon, Planning & Development Department, Planning	X



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

		Please visit the Town's <a href="#">website</a> to access the Terms of Reference for an Agricultural Impact Assessment.		
		Please visit the Town's website to ensure that the Assessment meets the <a href="#">Electronic Submission Requirements</a> .		
	Air Quality Assessment	Please visit the Town's website to ensure that the Assessment meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	X
	Air Photo Enlargement	Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.  Please visit the Town's website to ensure that the Air Photo meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning	
	Arborist Report and Tree Preservation Plan	Please visit the Town's website to ensure that the Report and Plan meet the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Landscape	
X	Archaeological Assessment, and associated Ministry of Heritage, Sport, Tourism and Cultural Industries compliance letter(s)	Stage 1-2 Archaeological Assessment, including Letters of Acceptance from the Ministry of Heritage, Sport, Tourism and Culture Industries  Please visit the Town's website to ensure that the Assessment(s) and Letter(s) meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Heritage	
	Architectural Design Guidelines	Please visit the Town's website to ensure that the Guidelines meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
	Built Heritage Resources and Cultural Heritage Landscape Evaluation	Please visit the Town's website to ensure that the Evaluation meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Heritage	
	Coloured Renderings	Please visit the Town's website to ensure that the Renderings meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
	Commercial Impact Study	Please visit the Town's <a href="#">website</a> to access the Terms of Reference for a Commercial Impact Study.  Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning	X

# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

Community Design Guidelines	Please visit the Town's website to ensure that the Guidelines meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
Community Services and Facilities Study	Please visit the Town's <a href="#">website</a> to access the Terms of Reference for a Community Services and Facilities Study.  Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning	
Compatibility and Mitigation Study	Please visit the Town's <a href="#">website</a> to access the Terms of Reference for a Compatibility and Mitigation Study.  Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning	
Comprehensive Broader Scale Environmental Study	Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .	As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
Computer Generated Massing Models	Please visit the Town's website to ensure that the Models meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
Conservation Authority Permit	Please visit the Town's website to ensure that the Permit meets the <a href="#">Electronic Submission Requirements</a> .		
Construction Management Plan	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
Cultural Heritage Assessment Report (existing conditions)	Please visit the Town's website to ensure that the Report meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Heritage	
Demarcation of Areas Regulated by a Conservation Authority	Please visit the Town's website to ensure that the Document/Plans meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
Draft Reference Plan	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Corporate Services Department, Legal	





# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

X	Elevation Drawings	Please visit the Town's <a href="#">website</a> to access the Terms of Reference  Please visit the Town's website to ensure that the Drawings meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
	Engineering Cost Estimate	Please visit the Town's website to ensure that the Cost Estimate meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
	Engineering Non-Standard/Alternative Design Memo	Please visit the Town's website to ensure that the Memo meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
	Environmental Implementation Report/Environmental Impact Study	Please visit the Town's website to ensure that the Report/Study meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
	Environmental Site Assessment – Phase 1	Please visit the Town's website to ensure that the Assessment meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
	Environmental Site Assessment – Phase 2	Please visit the Town's website to ensure that the Assessment meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
	Erosion and Sediment Control Report	Please visit the Town's website to ensure that the Report meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
	Erosion and Sediment Control Plans	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
	Environmental Management/Reforestation Plan	Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.	Town of Caledon, Planning & Development Department, Planning	X

# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

		Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	
	Environmental Management/Reforestation Report	Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.  Please visit the Town's website to ensure that the Report meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
	Environmental Summary Map	Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.  Please visit the Town's website to ensure that the Summary Map meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
	Environmental and Engineering Summary Report	Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.  Please visit the Town's website to ensure that the Report meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
	Facility Fit Plan	Please visit the Town's <a href="#">website</a> to access the Terms of Reference for a Facility Fit Plan.  Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Parks	
	Fiscal Impact Study	Please visit the Town's <a href="#">website</a> to access the Terms of Reference for a Fiscal Impact Study.  Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning	X



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

	Floodplain Analysis	Please visit the Town's website to ensure that the Analysis meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
X	Floor Plan Drawings	Please visit the Town's <a href="#">website</a> to access the Terms of Reference  Please visit the Town's website to ensure that the Drawing(s) meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
X	Functional Servicing Report	Please visit the Town's website to ensure that the Report meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering  Region of Peel	
X	Geotechnical Report	Please visit the Town's website to ensure that the Report meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
X	Grading Plan(s)	Please visit the Town's website to ensure that the Plan(s) meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
X	Green Development Standards (GDS)	The Town has released a draft of its <a href="#">Green Development Standards (GDS)</a> for public comment. The GDS includes measures under three theme areas of Sustainable Community Design, Green Infrastructure, and Buildings and Energy. Until the GDS is approved by Council, applicants are required to provide a Green Development Standards Brief as part of their submission to indicate how they are responding to metrics in each of the three theme areas. This can be in a narrative format describing what's being done under those three headings, and may reference other submissions where relevant (e.g. active	Town of Caledon, Engineering, Public Works & Transportation Department, Energy Management/ Climate Change	



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

		transportation plan, landscape plans, etc.). Meeting specific metric targets is encouraged but not required at this time.		
		For any questions please contact Alexandra (Allie) Service <a href="mailto:alexandra.service@caledon.ca">alexandra.service@caledon.ca</a>		
	Healthy Assessment Study	Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .		
X	Healthy Development Assessment	Please visit the Town's website to ensure that the Assessment meets the <a href="#">Electronic Submission Requirements</a> .	Region of Peel	
	Heritage Conservation Plan	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Heritage	
	Heritage Impact Assessment	Please visit the Town's website to ensure that the Assessment meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Heritage	
	Heritage Protection Plan	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Heritage	
	Housing Assessment	Please visit the Town's <a href="#">website</a> to access the Terms of Reference for a Housing Assessment.	Town of Caledon, Planning & Development Department, Planning	
		Please visit the Town's website to ensure that the Assessment meets the <a href="#">Electronic Submission Requirements</a> .	Region of Peel	
X	Hydrogeological Study	Hydrogeological Study to address water balance and feasibility of any LID measures proposed for the subject development.	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	X
		Contact Town Development Engineering for Terms of Reference Hydrogeological Study.		
		Report may be subject to peer review at sole expense of the applicant.	As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	
		Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .		
X	Indigenous Engagement Summary/Form	Submit a completed Indigenous Engagement Summary/Form. For more information please contact the Lead Planner.	Town of Caledon, Planning & Development Department, Planning	



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

		Please visit the Town's website to ensure that the Summary/Form meets the <a href="#">Electronic Submission Requirements</a> .		
	Landscape Cost Estimate	Please visit the Town's website to ensure that the Cost Estimate meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Landscape	
	Landscape Letter of Conformance	Please visit the Town's website to ensure that the Letter meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Landscape	
	Landscape Plans	Please visit the Town's website to ensure that the Plan(s) meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Landscape	
	Landscape Restoration Plans	Please visit the Town's website to ensure that the Plan(s) meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Landscape	
	Ministry of Transportation (MTO Permit)	Please visit the Town's website to ensure that the Permit meets the <a href="#">Electronic Submission Requirements</a> .	Ministry of Transportation (MTO)  Town of Caledon, Planning & Development Department, Planning  Town of Caledon, Engineering Services Department, Development Engineering	
	Natural Heritage Evaluation	Please visit the Town's website to ensure that the Evaluation meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
X	Noise Study	Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	X
	Oak Ridges Moraine Conformity Statement	Please visit the Town's website to ensure that the Statement meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

	On-Street Utilization Plan	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Transportation	
	Ontario Building Code Data Matrix	Please visit the Town's website to ensure that the Matrix meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design  Town of Caledon, Community & Human Services Department, Fire and Emergency Services	
	Parking Study	Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Transportation	
	Pedestrian Level Wind Study	Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
	Photometrics Plan	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
X	PINs, Easements, Parcel Abstract corporate ownership (ONCorp search)	Obtain from the Land Registry Office.  To be current upon submission of the Pre-Consultation (DART) Review  Please visit the Town's website to ensure that the Abstract meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Corporate Services Department, Legal Services  Region of Peel	
X	Planning Justification Report	Please visit the Town's <a href="#">website</a> to access the Terms of Reference for a Planning Justification Report.  Please visit the Town's website to ensure that the Report meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning	
	Plotting of Floodplain	Please visit the Town's website to ensure that the document meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

	Preliminary Dewater Plans/Environmental Management Plan	Please visit the Town's website to ensure that the Plan(s) meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
	Preliminary Engineering Report	Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.  Please visit the Town's website to ensure that the Report meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
X	Public Engagement Summary	Submit a completed Public Engagement Summary. For more information please contact the Lead Planner.  Please visit the Town's website to ensure that the Summary meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning	
	Record of Site Condition (RSC)	Please visit the Town's website to ensure that the document meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
	Roof Plan Drawings	Please visit the Town's website to ensure that the Drawing(s) meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
X	Servicing Drawings	Please visit the Town's website to ensure that the Drawing(s) meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering  Region of Peel	
	Signage Plan	Please visit the Town's website to ensure that the Plan(s) meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering  Town of Caledon, Engineering, Public Works & Transportation Department, Transportation	

# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

X	Single/Multi-use Demand Table (Water & Wastewater)	Please visit the Town's website to ensure that the document meets the <a href="#">Electronic Submission Requirements</a> .	Region of Peel	
	Slope Stability Assessment	Please visit the Town's website to ensure that the Assessment meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
	Slope Map	Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.  Please visit the Town's website to ensure that the Map meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
	Soil and Soil Drainage Classification Map	Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.  Please visit the Town's website to ensure that the Map meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
	Stormwater Design Brief	A stormwater design brief is required to establish pre and post development drainage levels. Depending on quantity control methods, a Geotechnical Report may be required  Contact Development Engineering for Terms of Reference.	Town of Caledon, Planning & Development Department, Planning  Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	X



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

		Please visit the Town's website to ensure that the Brief meets the <a href="#">Electronic Submission Requirements</a> .	As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	
X	Stormwater Management Report	<p>SWM Report to address capacity of downstream stormwater system to convey flows from the proposed development.</p> <p>FSR/SWM Report to Include:</p> <ul style="list-style-type: none"> <li>• Topographic Survey Plan, Existing Conditions/Contour Plan</li> <li>• Pre &amp; Post Storm Drainage/ Tributary Plan</li> <li>• Preliminary Civil Plans</li> </ul> <p>SWM Report can also be part of larger FSR.</p> <p>Please visit the Town's website to ensure that the Report meets the <a href="#">Electronic Submission Requirements</a>.</p>	<p>Town of Caledon, Planning &amp; Development Department, Planning</p> <p>Town of Caledon, Engineering, Public Works &amp; Transportation Department, Development Engineering</p> <p>As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.</p>	X
	Streetlight Plan	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	
	Streetscape Plan	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
	Sun and Shadow Study	Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
	Surface Hydrology Map	<p>Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.</p> <p>Please visit the Town's website to ensure that the Map meets the <a href="#">Electronic Submission Requirements</a>.</p>	<p>Town of Caledon, Planning &amp; Development Department, Planning</p> <p>Town of Caledon, Engineering, Public Works &amp; Transportation Department, Development Engineering</p> <p>As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.</p>	X



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

	Topographic Map	<p>Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.</p> <p>Please visit the Town's website to ensure that the Map meets the <a href="#">Electronic Submission Requirements</a>.</p>	<p>Town of Caledon, Planning &amp; Development Department, Planning</p> <p>Town of Caledon, Engineering, Public Works &amp; Transportation Department, Development Engineering</p> <p>As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.</p>	X
	Topographical Survey	<p>Please visit the Town's website to ensure that the Survey meets the <a href="#">Electronic Submission Requirements</a>.</p>	<p>Town of Caledon, Planning &amp; Development Department, Planning</p> <p>Town of Caledon, Engineering, Public Works &amp; Transportation Department, Development Engineering</p> <p>As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.</p>	X
	Traffic Operations Assessment	<p>Please visit the Town's website to ensure that the Assessment meets the <a href="#">Electronic Submission Requirements</a>.</p>	<p>Town of Caledon, Engineering, Public Works &amp; Transportation Department, Transportation</p>	
X	Traffic/Transportation Impact Study	<ul style="list-style-type: none"> <li>• Site Access Review and Circulation</li> <li>• Active Transportation Provisions and Network Connections</li> <li>• Parking and Loading Review</li> <li>• Pavement markings and signage plan</li> <li>• The Transportation Consultant is requested to submit Terms of Reference prior to completing the TIS. Please contact Emma Howlett @ <a href="mailto:Emma.Howlett@caledon.ca">Emma.Howlett@caledon.ca</a> and Carbon Copy (CC) the lead planner on file.</li> </ul> <p>Please visit the Town's website to ensure that the Study meets the <a href="#">Electronic Submission Requirements</a>.</p>	<p>Town of Caledon, Engineering, Public Works &amp; Transportation Department, Transportation</p>	



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

	Underground Plan	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
<b>X</b>	Urban Design Brief	Please visit the Town's <a href="#">website</a> to access the Terms of Reference  Please visit the Town's website to ensure that the Brief meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	
	Vegetation and Wildlife Ecology Map	Required by Section 7.1.18.2 of the Town's Official Plan for Palgrave Estates Residential Community.  Please visit the Town's website to ensure that the Map meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
	Visual Impact Report	Please visit the Town's website to ensure that the Report meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Urban Design	X
	Waste Management Plan	Please visit the Town's website to ensure that the Plan meets the <a href="#">Electronic Submission Requirements</a> .	Region of Peel	
	Water Balance Assessment	Please visit the Town's website to ensure that the Assessment meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering  As a result of Bill 23, the Town may require an environmental review completed by a peer reviewer, at the sole cost of the owner.	X
	Wetland Water Balance Risk Evaluation	Please visit the Town's website to ensure that the Evaluation meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Planning  Town of Caledon, Engineering, Public Works & Transportation Department, Development Engineering	X

# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

			As a result of Bill 23, the Town may require and environmental review completed by a peer reviewer, at the sole cost of the owner.	
	Zoning By-law Matrix	Please visit the Town's website to ensure that the Matrix meets the <a href="#">Electronic Submission Requirements</a> .	Town of Caledon, Planning & Development Department, Zoning	

## Section 6: Preliminary Review Comments

The comments outlined below and any supplemental redlined drawings offer preliminary comments only and does not constitute a full review. It is the applicant's responsibility to update plans to address comments in order to reduce comments received during the application review. The Town will not conduct any additional reviews of the material prior to the submission of the application.

### Town of Caledon (Internal Departments)

Department	Comments	Contact (Name, Email and Phone Number)
Planning & Development Department, Building	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Corporate Services Department, Legal Services	<ul style="list-style-type: none"> <li>No comments.</li> </ul>	Daniela Gaudio <a href="mailto:daniela.gaudio@caledon.ca">daniela.gaudio@caledon.ca</a>
Engineering, Public Works & Transportation Department, Facilities	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Community & Human Services Department, Recreation	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Engineering, Public Works & Transportation Department, Energy Management/ Climate Change	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Strategic Initiates Department, Capital Projects	<ul style="list-style-type: none"> <li>No comments</li> </ul>	Derek Mumford <a href="mailto:Derek.mumford@caledon.ca">Derek.mumford@caledon.ca</a> 647-225-7140
Planning & Development Department, Economic Development	<ul style="list-style-type: none"> <li>The Business Attraction and Investment Division is supportive of initiatives and developments that increase the diversity of housing in Caledon to create accommodation for the local labour requirements. This includes the need for rental and affordable housing.</li> </ul>	Ben Roberts, Senior Economic Development Officer e-mail: <a href="mailto:ben.roberts@caledon.ca">ben.roberts@caledon.ca</a> Cell: 416-998-8289



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

	<ul style="list-style-type: none"> <li>Action 3.10 within the Economic Development Strategy states “Support a diversity of housing options and identify opportunities for multi-unit housing typologies to encourage growth and support affordability.”</li> </ul>	
<p>Engineering, Public Works &amp; Transportation Department, Development Engineering</p>	<ul style="list-style-type: none"> <li>External improvements to the municipal ROW on Shore Street will be required to support the development from a transportation and storm servicing perspective. The north side of shore street will be required to be urbanized from the intersection with Highway 50 to the western limits of the proposed development. Roadway urbanization works are to include the following:             <ul style="list-style-type: none"> <li>Staff note that the current ROW width for Agnes Street is approximately 15.0m. The Towns OP designates Shore Street as an 18.0m ROW and therefore a road widening free and clear of all encumbrances resulting in 9.0m from the CL of Shore Street is required.</li> <li>Municipal storm sewer system to Town of Caledon Standards.</li> <li>1.5m concrete sidewalk on the north side of Shore Street connecting to Highway 50 sidewalk.</li> <li>Concrete curb and gutter and pavement width to municipal standards.</li> </ul> </li> <li>Please note that the storm sewer system on Shore Street is required to comply with the Towns CLI ECA. A copy of the Towns CLI ECA can be provided upon request. Report is to specifically demonstrate how the sites stormwater servicing strategy is in compliance with the Towns CLI ECA.</li> <li>All plans, reports, and studies are to conform to the requirements in the Town of Caledon Site Plan Control Manual and the <a href="#">Town of Caledon Development Standards Manual (2019)</a>.</li> <li>Contact Development Engineering for Terms of Reference (TOR) for all required plans and technical studies.</li> </ul>	<p>Alex Schittenhelm  <a href="mailto:Alex.schittenhelm@caledon.ca">Alex.schittenhelm@caledon.ca</a>            905.584.2272 x 4187</p>
<p>Engineering, Public Works &amp; Transportation Department, Transportation</p>	<ul style="list-style-type: none"> <li>Applicant to demonstrate how this proposed development will ensure pedestrian connections on Shore Street reflect the updated pedestrian level of service expected with the increased density of the proposed apartment building. Please consider connecting the existing sidewalk which ends approximately 20 meters west of Hwy 50 to the existing walkway connection from Elmwood Drive to Short Street/Oak Street intersection. Applicant should schedule a discussion on feasible pedestrian connections with relevant Town Staff through the lead planner or include proposal as part of subsequent submissions.</li> </ul>	<p>Emma Howlett  <a href="mailto:Emma.Howlett@caledon.ca">Emma.Howlett@caledon.ca</a>            905.584.2272 x 4309</p>



# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

	<ul style="list-style-type: none"> <li>• Site accesses along Town Roads should be designed according to the requirements outlined within the OPSD 350.010 drawing. Consideration should also be given to clear throat lengths, sight distance, access spacing, and corner clearance. Pavement markings and signage should be considered within the proposal and included within the proposed site plan or its own Pavement Markings and Signage Plan.</li> <li>• Barrier-free accessible spaces should be designed according to the requirements contained within Schedule K of the Town's Traffic By-Law 2015-058.</li> <li>• A Fire Route should be illustrated in the proposed site plan. Standard requirements include: driveway and drive aisles with a minimum width of 6m; centerline radius of minimum 12m; vertical clearance of minimum 5m; turnaround facilities for any dead-end portion of the access route more than 90m long; and 'Fire Route No Parking' signage should be proposed as required by the Town's Traffic By-Law 2015-0058.</li> <li>• Parking spaces should be provided as per the rates in the Zoning By-Law. If fewer than the required parking spaces are proposed, a parking justification should be prepared. The consultant should circulate a workplan (Terms of Reference) for the parking justification study with Town Transportation Staff before starting the parking portion of the investigations.</li> <li>• Applicant should confirm the parallel parking space length meets industry best practices and recommendations.</li> <li>• Please follow the Town's Transportation Study Guidelines.</li> </ul>	
<p>Finance Department, Finance</p>	<ul style="list-style-type: none"> <li>• If the proposed development (4-Storey Apartment Building with a unit count of 19) were to proceed as planned, the property's taxable assessment value would change to reflect the development that would have taken place. Development Charges will be applicable at the Residential rates that will be in effect on the dates of building permit issuance.</li> <li>• Development Charges are indexed twice a year, February 1st and August 1st. Currently, those rates are:             <ul style="list-style-type: none"> <li>○ Town of Caledon: (a) \$32,181.71 per Apartment/Large Unit (&gt; 70 m<sup>2</sup>); (b) \$18,885.92 per Apartment/Small Unit (&lt;= 70 m<sup>2</sup>).</li> </ul> </li> </ul>	<p>Hussein Visanji 905.584.2272 x. 4216 <a href="mailto:hussein.visanji@caledon.ca">hussein.visanji@caledon.ca</a></p>



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

	<ul style="list-style-type: none"> <li>○ Region of Peel: (a) \$51,194.40 per Apartment/Large Unit (&gt; 70 m2); (b) \$27,075.26 per Apartment/Small Unit (&lt;= 70 m2). Effective February 1, 2016, the Region of Peel began collecting directly for most hard service development charges (i.e. water, wastewater and roads) for residential developments, at the time of subdivision agreement execution.</li> <li>○ Go-transit: (a) \$566.39 per Apartment/Large Unit (&gt; 70 m2); (b) \$293.51 per Apartment/Small Unit (&lt;= 70 m2).</li> <li>○ School Boards: \$4,572 per any residential unit.</li> <li>● The applicant may receive credit for development charges previously paid relating to any existing dwellings that may be demolished to support the new project.</li> <li>● The Development Charges comments and estimates above are as at January 24, 2024 and are based upon information provided to the Town by the applicant, current By-laws in effect and current rates, which are indexed twice a year. For site plan or rezoning applications determined to be complete on or after January 01, 2020, and the approval of the application occurs within 2 years, Development Charges are calculated at rates applicable on the date when an application is determined to be complete; and are payable at the time of building permit issuance. Interest charges will apply for such applications. For site plan or rezoning applications where 2 years as described above has elapsed or those dated prior to January 01, 2020, Development Charges are calculated and payable based on the indexed rates in effect at the building permit issuance date. Development Charge By-laws and rates are subject to change. Further, proposed developments may change from the current proposal to the building permit stage. Any estimates provided will be updated based on changes in actual information related to the construction as provided in the building permit application.</li> </ul>	
Community & Human Services Department, Fire and Emergency Services	<ul style="list-style-type: none"> <li>● No Comments Received.</li> </ul>	
Engineering, Public Works & Transportation Department, Operations	<ul style="list-style-type: none"> <li>● No Comments Received.</li> </ul>	



# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

<p>Planning &amp; Development Department, Accessibility</p>	<ul style="list-style-type: none"> <li>The future Site Plan must comply with the Integrated Accessibility Standards (IAS), the Accessibility for Ontarians with Disabilities Act (AODA), Schedule K of The Town of Caledon Traffic by-law, and Reg.581: Accessible Parking for Persons with Disabilities</li> </ul>	<p>Cassandra Savini <a href="mailto:cassandra.savini@caledon.ca">cassandra.savini@caledon.ca</a></p>
<p>Planning &amp; Development Department, Planning</p>	<ul style="list-style-type: none"> <li>Property is designated as Low Density Residential on Schedule 'C' – Bolton Land Use Plan.</li> <li>Properties are zoned Residential One (R1) and 15 Shore is split zoned with Commercial – Exception 255 (C-255).</li> <li>Please have regard to Section 5.10.3.27.8 b) iii) of the Town's Official Plan.</li> <li>Please include density calculations in your proposed Planning Justification Report</li> <li>Please include a section in your Planning Justification Report to comment on the Council-endorsed Future Caledon Official Plan</li> <li>Please include sections in your Planning Justification Report to comment on the matters required under Section 5.10.3.27.7 of the OP.</li> <li>Please ensure the Draft Zoning By-law Amendment template is in the Town's format (Word and PDF documents)</li> </ul>	<p>Alex Mior <a href="mailto:alex.mior@caledon.ca">alex.mior@caledon.ca</a> 905.584.2272 x4528</p>
<p>Planning &amp; Development Department, Heritage</p>	<p>Heritage Register</p> <ul style="list-style-type: none"> <li>The subject lands are not designated or listed as a non-designated property on the Town of Caledon Heritage Register.</li> <li>There are no designated or listed, non-designated cultural heritage resources within the immediate vicinity of the lands. As such, no Heritage Impact Assessment is required.</li> </ul> <p>Archaeological Assessment</p> <ul style="list-style-type: none"> <li>The subject lands are identified as having archaeological potential. Based on the concept plan, all parcels are subject to redevelopment. As such, the proponent shall retain an archaeologist, licensed by the Ministry of Citizenship and Multiculturalism (MCM) under the provisions of the Ontario Heritage Act (R.S.O 2005 as amended), to carry out and submit a Stage 1-2 archaeological assessment on the portion of the subject lands to be impacted by the proposed works plus a 10m buffer (the "Study Area").</li> </ul>	<p>Rob Hughes, Senior Planner <a href="mailto:rob.hughes@caledon.ca">rob.hughes@caledon.ca</a> (905) 584-2272 x. 4245</p>





# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

	<ul style="list-style-type: none"> <li>• Should any significant archaeological resources be encountered, the development proponent shall mitigate any adverse impacts through preservation or resource removal and documentation (Stages 3-4 archaeological assessment) to the satisfaction of the MCM and the Town of Caledon Heritage staff prior to development approval. The archaeological assessment(s) must be completed in accordance with the most current <a href="#">Standards and Guidelines for Consultant Archaeologists</a>.</li> <li>• No demolition, construction, grading or other soil disturbances shall take place on the subject lands prior to the Town of Caledon Heritage staff receiving, to their satisfaction, all completed archaeological assessment(s) and the MCM compliance letter(s) indicating that all archaeological licensing and technical review requirements have been satisfied and the report(s) has been entered into the Public Registry.</li> <li>• Significant archaeological resources will be incorporated into the proposed development through either in situ preservation or interpretation where feasible or may be commemorated and interpreted through exhibition development on site including, but not limited to, commemorative plaquing.</li> <li>• If the subject lands were previously assessed, the development proponent must provide a copy of the archaeological assessment(s) and the associated MCM compliance letter(s) indicating that all archaeological licensing and technical review requirements have been satisfied and the report(s) has been entered into the Public Registry.</li> <li>• An archaeological condition will be included as part of agreements related to the application, should it be approved, for clarity as to the process required should previously unknown archaeological remains be uncovered during ground disturbance activities in the future.</li> </ul>	
<p>Planning &amp; Development Department, Landscape</p>	<ul style="list-style-type: none"> <li>• Please be advised to reduce ground surface parking spaces and concurrently enhance the proposed landscape area.</li> <li>• Please incorporate a designated play facility area into the site plan layout.</li> <li>• A comprehensive landscape review as part of the Site Plan Control process is requested prior to the approval of this Zoning Amendment.</li> </ul>	<p>Dali Peng <a href="mailto:Dali.peng@caledon.ca">Dali.peng@caledon.ca</a> 905.584.2272 x 4022</p>
<p>Planning &amp; Development Department, Natural Heritage</p>	<ul style="list-style-type: none"> <li>• No comments</li> </ul>	<p>Jason Elliott, Senior Environmental Planner <a href="mailto:jason.elliott@caledon.ca">jason.elliott@caledon.ca</a></p>



# Preliminary Meeting - Regular

## Pre-Application Review Committee (PARC) Meeting Form and Checklist

<p>Planning &amp; Development Department, Municipal Numbering</p>	<ul style="list-style-type: none"> <li>The property address is confirmed as 15, 21 &amp; 27 Shore Street</li> <li>The applicant is proposing to demolish 3 existing dwellings and reconstruct a 4-storey apartment building. Should the application be approved, the existing municipal addresses will cease to exist, and new municipal numbers shall be issued in accordance with the Municipal Numbering By-law and Guidelines. These numbers will be issued in accordance with these documents, based on approved driveway locations.</li> <li>A multi-unit building shall have a municipal number and each unit within the building shall have a numerical unit number, regardless of whether the building is accessed by a private condominium road or a public road.</li> <li>Please ensure that floor plans are provided which illustrate each unit with a unit type (i.e. unit, suite, etc.) and a number (1, 2, 3 or 101, 102, 103, etc.). Unit numbers will be issued based on these identifiers.</li> <li>Municipal numbers will be issued at the earliest of grading approval, servicing approval or Final Site Plan Approval.</li> <li>Upon issuance of Final Site Plan Approval, the Lead Planner will forward a copy of the approval package to municipal numbering staff to work with the owner to issue the required numbers and post any required signage of the numbers in accordance with the Town's Municipal Numbering By-law and Guidelines.</li> <li>In accordance the Municipal Numbering By-law and Guidelines, the municipal number must be posted on the exterior of the building that faces the road on which the building is numbered. The owner is advised to post the number (once issued) on the townhouses in accordance with the By-law and Guidelines. Should the owner require clarification on the requirements of the By-law, please contact municipal numbering staff at <a href="mailto:municipalnumbers@caledon.ca">municipalnumbers@caledon.ca</a> or 905-584-2272 x. 7338.</li> </ul>	<p>(905) 584-2272 x. 4420</p> <p><b>Emily King</b> (<i>she/her</i>) Coordinator, Development Planning Department Email: <a href="mailto:MunicipalNumbers@caledon.ca">MunicipalNumbers@caledon.ca</a></p>
<p>Planning &amp; Development Department, Parks</p>	<ul style="list-style-type: none"> <li>Based on the submitted materials November 14, 2023, payment in lieu of conveyance of parkland would be required for the approval of the proposed development, pursuant to the s.42 of the Planning Act, in accordance with the Town's Parkland Dedication By-law -2022-042 or any successor thereof.</li> </ul>	<p>Eva Li <a href="mailto:eva.li@caledon.ca">eva.li@caledon.ca</a> 905.584.2272 x.4378</p>



# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

	<ul style="list-style-type: none"> <li>• Payment of money in lieu of conveyance of parkland will be required at equivalent market value of 5% of the development land or at the alternative rate of one hectare for each 1000 dwelling units whichever is the greater of the two, prior to issuance of any building permit.</li> <li>• The Owner would be responsible for the cost of appraisal report(s) prepared by qualified appraiser(s) for the Corporation of the Town of Caledon for the purposes of calculating the amount of payment in lieu of conveyance of parkland.</li> <li>• The value of the development land shall be determined as of the day before the day the first building permit is issued.</li> <li>• Please note that these comments are based solely on the preliminary information provided by the applicant for the preliminary meeting on February 1, 2024. Parks may provide varying and/or additional comments on the formal application.</li> </ul>	
<p>Planning &amp; Development Department, Policy Planning</p>	<ul style="list-style-type: none"> <li>• No comments</li> </ul>	<p>Mike Balch <a href="mailto:Michael.balch@caledon.ca">Michael.balch@caledon.ca</a> 905-584-2272 x4433</p>
<p>Planning &amp; Development Department, Urban Design</p>	<ul style="list-style-type: none"> <li>• Short term bike parking should be moved from the west corner to the east to allow for a clear accessibility path of travel from the parking spaces to the front entrance</li> </ul>	<p>Cassandra Savini <a href="mailto:cassandra.savini@caledon.ca">cassandra.savini@caledon.ca</a></p>
<p>Planning &amp; Development Department, Zoning</p>	<ul style="list-style-type: none"> <li>• Zoning does not provide comment on OPA applications</li> <li>• Zoning notes the proposed subject properties, 27 and 21 Shore Street are zoned R1 as per the Town of Caledon Zoning By-law 2006-50, as amended</li> <li>• Zoning notes the proposed subject property 15 Shore Street is zoned R1 and C-255</li> <li>• Zoning notes the R1 zone does not permit the proposed 4 storey apartment building.</li> <li>• Zoning notes the C-255 zone does not permit the proposed 4 storey apartment building.</li> <li>• Zoning advised the applicant a Zoning By-law Amendment shall be required to permit the proposed 4 storey apartment building</li> <li>• Zoning notes applicant is requested to submit Draft Zoning By-law Amendment prepared with the template provided (no PDF to word conversions) and subsequent submissions be prepared in Word format only (with the exception of the schedule). Tracked changes are recommended but not required.</li> <li>• Zoning advises applicant the template will be provided</li> </ul>	<p>Chris Bean Office: 905.584.2272 x 4265 Email: <a href="mailto:chris.bean@caledon.ca">chris.bean@caledon.ca</a></p>



# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

## External Agencies

Agency	Comments	Contact (Name, Email and Phone Number)
Bell Canada	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Canada Post	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Canadian Pacific Railway (CPR)	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Credit Valley Conservation (CVC)	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Dufferin-Peel Catholic District School Board (DPCDSB)	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Enbridge	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
GO Transit (Metrolinx)	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Hydro One	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Lake Simcoe Region Conservation Authority (LSRCA)	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Ministry of Transportation (MTO) – GTA West Corridor	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Ministry of Transportation (MTO) - Permitting	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Niagara Escarpment Commission (NEC)	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Nottawasaga Valley Conservation Authority (NVCA)	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Ontario Provincial Police (OPP) - Caledon Detachment	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Peel District School Board (PDSB)	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
<b>Region of Peel</b>	<p><b>Waste Management Comments:</b>            This application is eligible for Region of Peel Front-End collection of Garbage and Recyclable Materials subject to Section 2.0 and 4.0 of the Waste Collection Design</p>	<p><b>Dylan Prowse</b>  <a href="mailto:Dylan.prowse@peelregion.ca">Dylan.prowse@peelregion.ca</a></p>



# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

Agency	Comments	Contact (Name, Email and Phone Number)
	<p>Standards Manual requirements being met and labelled on their Site Plan or a Waste Management Plan:</p> <p><b>Vehicle Access Route:</b></p> <ul style="list-style-type: none"> <li>Overhead clearance outside of the Collection Point – Outside the Collection Point, a clear height of 4.4 metres from the top of the access road, along the Waste Collection Vehicle access and egress route is required. The clear height of 4.4 metres is free of obstructions such as sprinkler systems, ducts, wires, trees, or balconies. This must be shown and labelled on subsequent revised submissions.</li> <li>The Turning Radius from the centre line along the waste collection vehicle access route must be a minimum of 13 metres on all turns.</li> <li>Internal roadways must be constructed of a hard surface material, such as asphalt, concrete and designed to support a minimum of 35 tonnes, the weight of a fully loaded waste collection vehicle.</li> <li>If the waste collection vehicle is required to drive onto or over a supported structure (such as an air grate, or transformer cover) the Region must be provided with a letter from a professional engineer (licensed by Professional Engineers Ontario) certifying that the structure can safely support a fully loaded Waste Collection Vehicle weighing 35 tonnes.</li> </ul> <p><b>Collection Point Area:</b></p> <ul style="list-style-type: none"> <li>For developments requiring outdoor waste storage and collection, a concealed waste collection point must be provided with a solid level (+/- 2%) concrete pad. The concrete pad is required to extend a minimum of 1.5 metres in length outside the opening of the concealed waste collection point to accommodate the front wheels of the waste collection vehicle. See Appendix 5.0 and 9.0 of the WCDSM for an illustration of these requirements.</li> <li>Outside gates on the concealed waste collection point that swing open 135 degrees and are lockable. Sliding gates are also permitted; and</li> <li>All gates that can be secured in the open position and Bollards or a concrete curb should also be installed at the rear of the concealed waste collection point to protect the enclosure from damage when containers are picked up or returned in place by the collection vehicle.</li> </ul>	



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	<ul style="list-style-type: none"> <li>The collection point areas must have overhead clearance of 7.5 m with minimum width of 6 m. The Collection Point areas must also show 10 square meters for the set-out of Bulky Items.</li> <li>Note: The waste collection point illustrated on the site plan drawing poses a safety risk for the waste collection vehicle to reverse out of. To ensure the safety of pedestrians and any vehicle traffic, it is necessary to install a flashing warning light system that can be activated when the waste collection vehicle is present on site. Also, it is advisable to install a convex mirror as a backup measure, allowing the driver to have a broader view when exiting the collection point areas.</li> </ul> <p><b>Garbage Room:</b></p> <ul style="list-style-type: none"> <li>The Garbage Rooms must show 10 square meters for the storage of Bulky Items. If present, the location of the compactor must be shown and labelled. The developer will need to identify the chute system to be used.</li> <li>Please Note: Under the Food and Organic Waste Framework in Ontario statement and the potential that the Region of Peel may have an organics collection program for residential buildings in the future, the Region of Peel is recommending residential buildings install a dedicated chute for organic material. In addition, the rooms will also need to be well ventilated, equipped with running water and sewer drain for washdown, be well lit, located away from fresh air intakes and have measures for pest control.</li> </ul> <p>For more information, please consult the Region of Peel Waste Collection Design Standards Manual available at: <a href="https://peelregion.ca/public-works/design-standards/pdf/waste-collection-design-standards-manual.pdf">https://peelregion.ca/public-works/design-standards/pdf/waste-collection-design-standards-manual.pdf</a>.</p> <p><b><u>Servicing Comments</u></b> <b><u>WATER SERVICING</u></b></p> <ul style="list-style-type: none"> <li>An existing 150 mm diameter water main is located on Shore Street</li> <li>Servicing of this site may require municipal and/or private easements and the construction, extension, twinning and/or upgrading of municipal services. All works associated with the servicing of this site will be at the applicant's expense. The applicant will also be responsible for the payment of applicable fees, DC charges, legal costs and all other costs associated with the development of this site.</li> </ul>	



# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

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	<ul style="list-style-type: none"> <li>All unutilized water and sanitary services shall be disconnected and/or abandoned in accordance with Region of Peel standards and specifications.</li> <li>Please review the Region's Water Design Criteria found on-line.</li> </ul> <p><b>SANITARY SEWER SERVICING</b></p> <ul style="list-style-type: none"> <li>An existing 250 mm diameter sanitary sewer is located on Shore Street.</li> <li>Servicing of this site may require municipal and/or private easements and the construction, extension, twinning and/or upgrading of municipal services. All works associated with the servicing of this site will be at the applicant's expense. The applicant will also be responsible for the payment of applicable fees, DC charges, legal costs and all other costs.</li> <li>All unutilized water and sanitary services shall be disconnected and/or abandoned in accordance with Region of Peel standards and specifications.</li> <li>Please review the Peel Linear Wastewater Standards found on-line</li> </ul> <p><b>FUNCTIONAL SERVICING REVIEW REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>A functional servicing report is required for the Region to review water and wastewater capacity and to determine the adequacy of the existing services for the proposed development. A satisfactory report is required prior to OZ/RZ approval</li> <li>Please refer to the Region's Functional Servicing Report requirements found on-line.</li> <li>Consultant is required to complete and submit the demand table for the Region to fulfil our modelling requirements and determine the proposal's impact to the existing system. This table will be required prior to OZ/RZ approval Please find the latest demand table form on-line at <a href="https://peelregion.ca/public-works/designstandards/pdf/water-wastewater-modelling-demand-table.pdf">https://peelregion.ca/public-works/designstandards/pdf/water-wastewater-modelling-demand-table.pdf</a></li> <li>The non-refundable Functional Servicing Report/Demand Table Review Fee of \$1025.00 is required as per the current Fees By-law prior to OZ/RZ approval</li> </ul> <p><b>SITE SERVICING REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>A satisfactory site servicing submission and the 1st submission fee of \$430.76, as per the latest Fees By-law are required prior to site plan approval.</li> <li>Included with the servicing submission, please submit a SUE (Subsurface Utility Engineering) investigation so that conflicts within the municipal ROW can be identified as early as possible.</li> </ul>	



# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

Agency	Comments	Contact (Name, Email and Phone Number)
	<ul style="list-style-type: none"> <li>• Please confirm tenure prior to Site Plan Approval Municipal addresses, confirmed by the local municipality, are required prior to issuance of the Region of Peel's site servicing connection approval. The approved addresses are 2 Jan 2024 entered into the Region's system and required for the receipt once the final payment has been made.</li> <li>• The Region will not accept property line chambers and maintenance holes within foundation walls and in the road allowance. These appurtenances shall be to Region standards, accessible, separated from the foundation and accommodated with a notch out in the foundation wall</li> <li>• Site plan approval is required prior to Region of Peel site servicing connection approval. Fire protection approval from the Town of Caledon is required prior to Region of Peel site servicing connection approval. It is the applicant's responsibility to provide the Region with the Building Division's final approved drawing.</li> <li>• Any changes to the underground servicing will require review by Region of Peel Servicing Connections. Region of Peel site servicing connection approvals are required prior to the local municipality issuing building permit.</li> <li>• Infrastructure information The applicant shall verify the location of the existing service connections to the subject site and the contractor shall locate all existing utilities in the field. Requests for underground locates can be made at <a href="https://www.ontarioonecall.ca/portal/">https://www.ontarioonecall.ca/portal/</a></li> <li>• The Region of Peel has recently released a web application used for locating water, wastewater, transportation and other regional assets across Mississauga, Brampton, and Caledon as well as viewing as-built drawings. It is called EPAL - External Peel Asset Locator and is now available for external contractors and consultants. If you do not have an existing account, please contact <a href="mailto:aimsgroup@peelregion.ca">aimsgroup@peelregion.ca</a> to request access. Once access has been requested, instructions will be provided in the welcome email.</li> <li>• If you require assistance in addition to the information found in EPAL, please contact Records at <a href="mailto:PWSserviceRequests@peelregion.ca">PWSserviceRequests@peelregion.ca</a></li> </ul> <p><b>PAYMENT PROCESS</b></p> <ul style="list-style-type: none"> <li>• Please be advised that the approved updated 2024 Fees by-law includes increases in some Engineering Fees. All fees are subject to change on annual basis pending Council approval. Securities will be 100% of the cost estimate which will provided by</li> </ul>	





# Preliminary Meeting - Regular Pre-Application Review Committee (PARC) Meeting Form and Checklist

Agency	Comments	Contact (Name, Email and Phone Number)
	<p>the applicant once the servicing design is satisfactory. Servicing connections will provide instructions regarding what should be included in the cost estimate. It will include work subject to Region of Peel approval within the road allowance and at the property line (water valve and chamber and sanitary/storm sewer maintenance hole).</p> <ul style="list-style-type: none"> <li>• Servicing Connections is accepting payments by Electronic Fund Transfers (EFT) and will accept a Letter of Credit as an alternative for collecting securities. Please complete the table below with your information and return the completed table to <a href="mailto:Brian.Melnyk@peelregion.ca">Brian.Melnyk@peelregion.ca</a> for payment processing (all fields are mandatory). We will not be able to accept or process the payment without the completed table. Once Servicing Connections receives confirmation that the funds have been successfully transferred to the Region of Peel, a receipt will be issued to the payer via email.</li> </ul> <p><b>LEGAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• The applicant is required to provide to the Region with copies of the most current PINS prior to HOZ/RZ/OZ Approval Further comments/requirements will be provided once the PINS are reviewed by a Regional Law Clerk</li> </ul> <p>Public Health Comments</p> <ul style="list-style-type: none"> <li>• We request a HDA to be submitted for our review and comment on the site plan. The health assessment can be found at the following link: <a href="#">Development applications resources - Region of Peel (peelregion.ca)</a> and <a href="https://peelregion.ca/healthy-communities/#res">https://peelregion.ca/healthy-communities/#res</a></li> <li>• We wish to provide the following recommendations for consideration into the design of the plan: <ul style="list-style-type: none"> <li>○ Please label sidewalks on both side of the road. We recommend the including sidewalks on both sides of the road at a minimum of 1.5 m, however where it is not possible, we recommend a wider sidewalk of 1.8m on one side of the road.</li> <li>○ Please consider a variety of street trees that are hardy, resilient and low maintenance, planted at equal intervals adjacent to the streets.</li> <li>○ Public outdoor areas such as pedestrian walkways, open spaces, and parking areas should include pedestrian- scaled lighting, shading and benches.</li> <li>○ Additional comments me be forthcoming upon review of a formal submission.</li> </ul> </li> </ul>	



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Rogers Communication	<ul style="list-style-type: none"> <li>No Comments Received.</li> </ul>	
Toronto and Region Conservation Authority (TRCA)	<p><b>Site Context:</b></p> <ul style="list-style-type: none"> <li>Please be advised that TRCA staff have had an opportunity to review the above noted PARC application and note that the subject property is not located within TRCA's Regulated Area. As such, any site alteration or development on the property would not require a permit from TRCA.</li> <li>It is our understanding that a Stormwater Management (SWM) Report will be likely required as part of any future development application for the site. Please note that the TRCA only has an interest in reviewing this report if flows from the site are directly discharged to a TRCA regulated watercourse. Based on review there doesn't appear to be any near by watercourse(s), as such TRCA defers Stormwater Management review to the Town.</li> </ul> <p>Please note review fees associated with any future applications will be collected in accordance with TRCA's November 10, 2022 fee schedule: <a href="https://trcaca.s3.ca-central-1.amazonaws.com/app/uploads/2022/11/17115507/Development-Planning-Fee-Schedule-November-10-2022.pdf">https://trcaca.s3.ca-central-1.amazonaws.com/app/uploads/2022/11/17115507/Development-Planning-Fee-Schedule-November-10-2022.pdf</a></p>	<p>Andrea Terella (437) 880-1937 <a href="mailto:andrea.terella@trca.ca">andrea.terella@trca.ca</a></p>