



## GEORGINA

### **PRE-CONSULTATION APPLICATION GUIDE**

It is recommended for Applicants to consult with the Town before submitting a development application for the following types of applications:

- Official Plan Amendment
- Plan of Subdivision/Condominium
- Site Plan Control
- Zoning By-Law Amendment

#### **PRE-CONSULTATION PROCEDURE:**

It is recommended that applicants meet with Town Staff prior to the submission of the above noted Planning Act applications. Pre-consultation meetings are hosted by the Development Planning Division and may include representatives from various other Town departments and external agencies involved in the evaluation of planning applications. The pre-consultation meeting allows the applicant and/or their representative(s) to present and discuss the development proposal with relevant staff, and also provides staff with the opportunity to clarify the application process, provide preliminary comments about a development proposal, identify key issues and the approvals that will be required, and confirm the supporting information/materials (e.g. drawings, reports and studies, etc.) that must be submitted with the planning application(s), in accordance with the Policies of the Georgina Official Plan / Secondary Plans; and Pre-Consultation By-law 2009-0072 (PL-2) in order to be considered a complete application under the Planning Act.

#### **APPLICATION FEES**

The applicant must submit the appropriate fee for the processing of the application, in accordance with the Town of Georgina Fee By-law No. 2018-0074 (PL-7), as amended. A copy of the fee schedule can be found on the Town of Georgina website: [2026-planning-fees.pdf](#). The basic application fee, payable to the Town of Georgina, is required to cover normal costs incurred in processing the application.

Also, a fee for environmental review by the Lake Simcoe Region Conservation Authority (LSRCA) may be applicable. You can find the current fee listed on the LSRCA website at [LSRCA Fee Schedules](#) .

#### **SUBMISSION REQUIREMENTS:**

The application must be completed through our [online application portal](#) .

## **TIMING & REQUIRED INFORMATION:**

Upon receipt of a completed Pre-Consultation Request form and all required/supplementary information, Town staff will schedule a pre-consultation meeting between the applicant/agent and relevant Town/agency staff. Town staff will ensure that the appropriate agencies and/or staff are invited to the pre-consultation meeting. Your submission will allow staff/agencies the opportunity to prepare for and gather any information necessary to properly consider the proposal in the context of local, regional, provincial and agency policies, guidelines and professional opinions, and make appropriate recommendations at the pre-consultation meeting.

Shortly following the pre-consultation meeting, staff will provide the applicant or their agent with a completed "Pre-Consultation Checklist". The written comments will indicate the submission requirements which are necessary to process the identified necessary Planning Act application(s). The supporting information and materials will be required to be submitted with the applications(s) to be considered a complete application under the Planning Act.

## **CONTACT INFORMATION:**

To discuss the proposal prior to a formal pre-consultation meeting, please contact the appropriate department:

(i) Site Plan Control applications - Development Services, Development Engineering

Division, Ext. 2329 or [building2@georgina.ca](mailto:building2@georgina.ca)

(ii) Zoning By-law Amendment, Official Plan Amendment, Subdivision/Condominium applications - Development Services, Development Planning Division, Ext. 3008 or

[planning@georgina.ca](mailto:planning@georgina.ca)