

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

TOWN OF CALEDON
PLANNING
RECEIVED
February 13, 2026

File Number: 2023-0075
Meeting Date: May 25, 2023

Lead Planner: Richard Martin
Expiry Date: September 25, 2023

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

Applicant Name:	Kayly Robbins c/o Weston Consulting
Phone Number:	519) 200-1579 (cell phone)
Email Address:	darrinpaulcohen@gmail.com
Owner Name:	Raymond Nicolini
Phone Number:	(555) 555-5555
Email Address:	rnicolini@king-station.com

Section 2: Project and Property Information

Municipal Address:	14 Station Road	
Legal Description:	Block 3, Plan 43M-2065	
Roll Number:	212401000719010	
Site Area:	[0.96ha] [2.39 ac]	
Project Name:	Weston Consulting on behalf of King Station GP Inc and King Station Facility Inc.	
Proposal:	<p>The applicant proposes to amend the Zoning By-law for the subject lands from Environmental Protection Area 1 (EPA1-573) to Village Core Commercial. This is to facilitate a proposed parking lot comprising of 115 parking spaces.</p> <p>The proposed development is to provide additional parking spaces for residents and visitors of the retirement residence located directly north of the subject lands. Access to the parking lot is indicated to be via Station Road.</p>	
Existing GFA:	N/A	Proposed GFA: N/A
Servicing:	Municipal Water	Not indicated

Section 3: Planning Policy Framework

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Provincial Plans

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

Region of Peel Official Plan Natural Area and Corridor (NAC)

Town of Caledon Official Plan: Environmental Policy Area Schedule "C" Bolton Land Use Plan.

Town of Caledon Future Official Plan: To Be Determined

Town of Caledon, Zoning By-law 2006-50, as amended: Environmental Protection Area 1 (EPA1-573)

Interim Control By-law [Interim Control By-law 2021-92]: N/A

GTA West Corridor: N/A

Heritage Interest: N/A

Archaeological Interest: N/A

Conservation Authority: Toronto and Region Conservation Authority (TRCA)

Access Authority: Station Road (Town)

Other Applications Affecting the Property and Their Status:
21T-16001C
POPA-08-07
RZ-08-14
PRE 2021-0219

Section 4: Required Approvals

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
- Official Plan Amendment (Regular Stream)
- Zoning By-law Amendment: (Regular Stream)
- Site Plan Approval (Regular Stream)

The following additional approvals and/or requirements are required:

- TRCA Permit
- Building Permit (TBD)

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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
X	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 planning@caledon.ca. Planning staff will then contact you to arrange for payment of the required fee:</p> <p>Pre-Consultation Submission/Review - Zoning By-law Amendment (including Temporary Use)** \$9,311.20</p> <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>[Note to Caledon and Region Planners: If a ROPA has been submitted, please amend the language above to include a reference number, and status]</p> <p>For more information on the Regional Official Plan Amendment process, please contact: Christina Marzo Manager, Planning and Development Services</p>

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Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
		Public Works, Region of Peel 905.791.7800 x. 4362 Christina.marzo@peelregion.ca
	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	The Town of Caledon is undertaking a Growth Management and Phasing Study to identify how, where and when the Town will grow. 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. 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
	Written Confirmation to the Satisfaction of the Town of a Secondary Plan being in Full Force and Effect for the Subject Lands	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. [Note to the Lead Planner: If a Secondary Plan is underway, please amend the language above to include a reference number, and status] 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 Block Plan being in Full Force and Effect for the Subject Lands	Prior to the submission of the required application, a Block Plan must be approved and in full force and effect for the subject lands. [Note to the Lead Planner: If a Block Plan has been submitted, please amend the language above to include a reference number, and status] 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 Approval from the Niagara Escarpment Commission	Prior to the submission of the required application, approval from the Niagara Escarpment Commission must be received, permitting the proposed



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Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
		<p>development. Approval of a [Niagara Escarpment Plan Amendment OR Niagara Escarpment Development Permit] 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: [insert the contact information for the NEC contact]</p>
X	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	<p>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.</p> <p>[Note to the Lead Planner: If an Official Plan Amendment has been submitted, please amend the language above to include a reference number, and status]</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 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>[Note to the Lead Planner: If a Zoning By-law Amendment has been submitted, please amend the language above to include a reference number, and status]</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>[Note to the Lead Planner: If a Draft Plan of Subdivision application has been submitted, please amend the language above to include a reference number, and status]</p>



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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 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>[Note to the Lead Planner: If a Draft Plan of Condominium application has been submitted, please amend the language above to include a reference number, and status]</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>[Note to the Lead Planner: If a Site Plan application has been submitted, please amend the language above to include a reference number, and status]</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 that Meaningful Consultation has Occurred with Indigenous Communities	Prior to the submission of the required application, meaningful consultation must have occurred with Indigenous Communities.
	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	<p>Prior to the submission of the required application, a Permit or Clearance Letter from the [insert the Conservation Authority] or Environmental Reviewer must have been issued for the project.</p> <p>[Note to the Lead Planner and Conservation Authority Planner: If a Permit has been submitted, please amend the language above to include a reference number, and status]</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>



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Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
		<p>For more information on this process, please contact the Lead Planner as noted on this form or the [insert Conservation Authority]: [insert the contact information for the Conservation Authority contact]</p>
	<p>Written Confirmation to the Satisfaction of the Town of a Permit having been Issued by the Ministry of Transportation</p>	<p>Prior to the submission of the required application, a Permit from the Ministry of Transportation must have been issued for the project.</p> <p>[Note to the Lead Planner: If a Permit has been submitted, please amend the language above to include a reference number, and status]</p> <p>For more information on this process, please contact the Lead Planner as noted on this form or the Ministry of Transportation: [insert the contact information for the Ministry of Transportation contact]</p>
	<p>Written Confirmation to the Satisfaction of the Town of Road Access Approval from the Ministry of Transportation Confirming Location, Type and Capacity</p>	<p>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.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form or the Ministry of Transportation: [insert the contact information for the Ministry of Transportation contact]</p>
	<p>Written Confirmation to the Satisfaction of the Town of Road Access Approval from the Region of Peel Confirming Location, Type and Capacity</p>	<p>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.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form or the Region of Peel: [insert the contact information for the Region of Peel contact]</p>
	<p>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</p>	<p>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.</p> <p>For more information on this process, please contact the Lead Planner as noted on this form or the Region of Peel: [insert the contact information for the Region of Peel contact]</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 Approval of the Limits of Development from the Applicable Conservation Authority or Environmental Reviewer	<p>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.</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 this process, please contact the Lead Planner as noted on this form or the [insert Conservation Authority]: [insert the contact information for the Conservation Authority contact]</p>
	Written Confirmation to the Satisfaction of the Town of Acceptance of All Required Archaeological Assessments by the Ministry of Citizenship and Multiculturalism	<p>Prior to the submission of the required application, a minimum [confirm stages: 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 heritage@caledon.ca.</p>
	<p>Written Confirmation to the Satisfaction of the Town of Parkland Requirements:</p> <ul style="list-style-type: none"> • Where Parkland Dedication is Applicable, Confirmation of the Park Size, Location and Configuration • Where Cash-in-Lieu of Parkland is Required, the Rate of How it is to be paid and a Satisfactory Appraisal 	<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>[Note to the Lead Planner and Parks staff: Identify the requirements for parkland dedication]</p> <p>For more information on parkland dedication, please contact the Lead Planner as noted on this form or Town of Caledon Parks staff at: [insert Parks staff contact]</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	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.



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		<p>[Note to the Lead Planner and School Board staff: Identify the requirements for land for school, if applicable]</p> <p>For more information on parkland dedication, please contact the Lead Planner as noted on this form or [insert School Board] staff at: [insert School Board contact]</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 Yards are Applicable, Confirmation of the Parcel Size, Location and Configuration is Required</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 operations yards, etc.) is required, which shall include the parcel size, location and configuration.</p> <p>[Note to the Lead Planner and other Town staff: Identify the requirements for land, if applicable]</p> <p>For more information on parkland dedication, please contact the Lead Planner as noted on this form or [insert staff] staff at: [insert contact]</p>
	<p>Written Confirmation to the Satisfaction of the Town of Acceptance of all Peer Reviews</p>	<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>
	<p>Written Confirmation to the Satisfaction of the Town of Completion of a Zoning Certificate Demonstrating Compliance with the Applicable Zoning By-law</p>	<p>Prior to the submission of the required application, a Zoning Certificate is required which demonstrates compliance with the applicable Zoning By-law.</p>



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Required (X)	Approval, Permission, Engagement and/or Consultation Required	Scope & Detail
		<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 planning@caledon.ca. Planning staff will then contact you to arrange for payment of the required fee:</p> <ul style="list-style-type: none"> • [describe the fee as per the fee by-law] <p>For more information on the Zoning Certificate process, please contact the Lead Planner noted on this form, or Zoning staff at: [insert Zoning staff contact]</p>
	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> <p>For more information on the Zoning Certificate process, please contact the Lead Planner noted on this form, or Zoning staff at: [insert Zoning staff contact]</p>
	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>[Note to the Lead Planner and Development staff: Explain why a Record of Site Condition is required, if applicable]</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 at: [insert Development Engineering staff contact]</p>
	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: [insert Town staff contact]</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	Submission of a satisfactory Cover Letter including but not limited to: <ul style="list-style-type: none"> • A brief description of the site including municipal address, legal description, roll number, PIN, lot area, lot frontage, existing uses and surrounding land uses • Consulting team contact information including but not limited to: Owner, Applicant, Planner, Engineer, Landscape Consultant, Architect/Urban Designer, Environmental Consultant, Traffic Consultant • 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 • A description of all existing draining and natural features (regulated and unregulated) • Overall description of the proposed site engineering, landscape and built form details • Expected timing of approval/construction • All content submitted with the Pre-Consultation (DART) Review Submission 	All agencies and departments Primary Contact: Town of Caledon, Planning Department, Development Planning	



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		Please visit the Town's website to ensure that the Cover Letter meets the Electronic Submission Requirements .		
X	Completed Preliminary (PARC) Meeting Form	Submission of the Preliminary (PARC) Meeting Form. Please visit the Town's website to ensure that the Form meets the Electronic Submission Requirements .	All agencies and departments Primary Contact: Town of Caledon, Planning Department, Development Planning	
X	Application Form: <ul style="list-style-type: none"> Pre-Consultation (DART) Meeting Form Pre-Consultation Submission/Review - Zoning By-law Amendment (including Temporary Use)** 	Submission of a complete and satisfactory Pre-Consultation (DART) Review Form found at www.caledon.ca/development or by speaking with the Lead Planner at the Town. For the Zoning By-law Amendment please submit a complete and satisfactory [insert application form] found at www.caledon.ca/development .	All agencies and departments Primary Contact: Town of Caledon, Planning Department, Development 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. Please visit the Town's website to access the following documents to prepare the Amendment: <ul style="list-style-type: none"> Terms of Reference: Official Plan Amendment Official Plan Amendment Guide – How to Write an Amendment Official Plan Amendment Template Electronic Submission Requirements 	All agencies and departments Primary Contact: Town of Caledon, Planning Department, Development 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. Please visit the Town's website to access the following documents to prepare the Amendment: <ul style="list-style-type: none"> Terms of Reference: Zoning By-law Amendment 	All agencies and departments Primary Contact: Town of Caledon, Planning Department, Development Planning	



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		<ul style="list-style-type: none"> • Zoning By-law Amendment Templates • Electronic Submission Requirements 		
	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 Electronic Submission Requirements.</p>	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning Department, Development 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 Electronic Submission Requirements.</p>	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning Department, Development 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"> • Complete site plan in metric, showing all necessary dimensions to determine zoning compliance • Show dimensions of all driveway and entrance widths, including setbacks to lot lines, etc. • 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) • Any snow storage and amenity areas • Delivery spaces and loading spaces with dimensions and setbacks to lot lines and buildings • A clear description of all uses intended for the subject property • The location and width of planting strips 	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning Department, Development 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 Electronic Submission Requirements.</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"> • Scalable concept plan in metric • A clear description of all uses intended for the subject property • The location of all driveways and entrances • The location of all buildings, structures, driveway(s), parking spaces, accessible parking spaces • The location of any snow storage and amenity areas • The location of delivery spaces and loading spaces • The location of planting strips <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 Electronic Submission Requirements.</p>	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning Department, Development 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 Electronic Submission Requirements.</p>	<p>All agencies and departments</p> <p>Primary Contact: Town of Caledon, Planning Department, Development Planning</p>	
X	Fees (Region of Peel)	<p>Submission of the required Region of Peel fees. Please refer to the Region's website: Development application types and requirements - Region of Peel (peelregion.ca)</p>	Region of Peel	
X	Fees (Town of Caledon)	<p>Submission of the required Town of Caledon fees. Refer to Fees By-law</p>	Town of Caledon, Planning Department, Development Planning	

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		<p>Please submit the required fee with each Pre-Consultation Submission/Review: Pre-Consultation Submission/Review – Pre-Consultation Submission/Review - Zoning By-law Amendment (including Temporary Use) \$9,311.20 per submission</p> <p>At the time that the [insert application type] 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>		
	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 - https://cvc.ca/about-planning-permits/fee-schedule/ 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	<p>[to be updated by Planning staff]</p> <p>Please visit the Town’s website to ensure that the Study meets the Electronic Submission Requirements.</p>	Town of Caledon, Planning Department, Development Planning	X
	Agricultural Impact Assessment	<p>Submission of a satisfactory Agricultural Impact Assessment (AIA) to evaluate the impact a proposed development will have on an agricultural resource.</p> <p>Please visit the Town’s website to access the Terms of Reference for an Agricultural Impact Assessment.</p>	Town of Caledon, Planning Department, Development Planning	X



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		Please visit the Town's website to ensure that the Assessment meets the Electronic Submission Requirements .		
	Air Quality Assessment	[to be updated by Engineering staff] Please visit the Town's website to ensure that the Assessment meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services 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 Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning	
X	Arborist Report and Tree Preservation Plan	[to be updated by Landscape staff] Please visit the Town's website to ensure that the Report and Plan meet the Electronic Submission Requirements .	Town of Caledon, Planning Department, Landscape	
	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 [to be updated by Heritage staff] Please visit the Town's website to ensure that the Assessment(s) and Letter(s) meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Heritage	
	Architectural Design Guidelines	[to be updated by Urban Design staff] Please visit the Town's website to ensure that the Guidelines meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Urban Design	
	Built Heritage Resources and Cultural Heritage Landscape Evaluation	[to be updated by Heritage staff] Please visit the Town's website to ensure that the Evaluation meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Heritage	
	Coloured Renderings	[to be updated by Urban Design staff] Please visit the Town's website to ensure that the Renderings meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Urban Design	

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	Commercial Impact Study	Please visit the Town's website to access the Terms of Reference for a Commercial Impact Study. Please visit the Town's website to ensure that the Study meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning	X
	Community Design Guidelines	[to be updated by Urban Design staff] Please visit the Town's website to ensure that the Guidelines meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Urban Design	
	Community Services and Facilities Study	Please visit the Town's website 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 Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning [insert any other department/agency]	
	Compatibility and Mitigation Study	Please visit the Town's website 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 Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning [insert any other department]	
	Comprehensive Broader Scale Environmental Study	Please visit the Town's website to ensure that the Study meets the Electronic Submission Requirements .	[insert agency/department] 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	[to be updated by Urban Design staff] Please visit the Town's website to ensure that the Models meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Urban Design	
X	Conservation Authority Permit	IF CVC: Refer to CVC and website for details. https://cvc.ca/planning-permit-application/ Please visit the Town's website to ensure that the Permit meets the Electronic Submission Requirements .	Toronto and Region Conservation Authority	
	Construction Management Plan	[to be updated by Engineering staff]	Town of Caledon, Engineering Services Department, Development Engineering	



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		Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements .		
	Cultural Heritage Assessment Report (existing conditions)	[to be updated by Heritage staff] Please visit the Town's website to ensure that the Report meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Heritage	
	Demarcation of Areas Regulated by a Conservation Authority	IF CVC: Refer to CVC and website for general regulation mapping, https://cvc.ca/regulation-mapping/ . Note discussion with CVC staff and/or site meeting may be required to field verify regulated areas. Please visit the Town's website to ensure that the Document/Plans meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning Town of Caledon, Engineering Department, Development Engineering [insert conservation authority]	
	Draft Reference Plan	[Describe the purpose of the draft reference plan (i.e. road widening, structure envelopes, easements)] Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements .	Town of Caledon, Legal Department [insert other agency, i.e. Region of Peel]	
	Elevation Drawings	[to be updated by Urban Design staff] Please visit the Town's website to ensure that the Drawings meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Urban Design	
	Engineering Cost Estimate	[to be updated by Engineering staff] Please visit the Town's website to ensure that the Cost Estimate meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering	
	Engineering Non-Standard/Alternative Design Memo	[to be updated by Engineering staff] Please visit the Town's website to ensure that the Memo meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering	
X	Environmental Implementation Report/Environmental Impact Study	[to be updated by Engineering staff] Please visit the Town's website to ensure that the Report/Study meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering Town of Caledon. Landscape	X

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			Toronto and Region Conservation Authority 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 Site Assessment – Phase 1	[to be updated by Engineering staff] Please visit the Town’s website to ensure that the Assessment meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering	
	Environmental Site Assessment – Phase 2	[to be updated by Engineering staff] Please visit the Town’s website to ensure that the Assessment meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering	
	Erosion and Sediment Control Report	[to be updated by Engineering staff] Please visit the Town’s website to ensure that the Report meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering [insert Conservation Authority]	
X	Erosion and Sediment Control Plans	[to be updated by Engineering staff] Please visit the Town’s website to ensure that the Plan meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering Toronto and Region Conservation Authority	
	Environmental Management/Reforestation Plan	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 Plan meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development 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 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 Electronic Submission Requirements .	Town of Caledon, Planning Department, Development 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



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	Environmental Summary 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 Summary Map meets the Electronic Submission Requirements.</p>	<p>Town of Caledon, Planning Department, Development Planning</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
	Environmental and Engineering Summary Report	<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 Report meets the Electronic Submission Requirements.</p>	<p>Town of Caledon, Planning Department, Development Planning</p> <p>Town of Caledon, Engineering Services 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
	Facility Fit Plan	<p>Please visit the Town's website to access the Terms of Reference for a Facility Fit Plan.</p> <p>Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements.</p>	<p>Town of Caledon, Planning Department, Parks</p> <p>[insert other department/agency]</p>	
	Fiscal Impact Study	<p>Please visit the Town's website to access the Terms of Reference for a Fiscal Impact Study.</p> <p>Please visit the Town's website to ensure that the Study meets the Electronic Submission Requirements.</p>	<p>Town of Caledon, Planning Department, Development Planning</p>	X
	Floodplain Analysis	<p>Please visit the Town's website to ensure that the Analysis meets the Electronic Submission Requirements.</p>	<p>Town of Caledon, Planning Department, Development Planning</p> <p>Town of Caledon, Engineering Services Department, Development Engineering</p> <p>[insert other department/agency]</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



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	Floor Plan Drawings	[to be updated by Urban Design staff] Please visit the Town's website to ensure that the Drawing(s) meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Urban Design	
X	Functional Servicing Report	[to be updated by Engineering staff] Please visit the Town's website to ensure that the Report meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering Toronto and Region Conservation Authority	
X	Geotechnical Report	Contact Development Engineering for Terms of Reference. Please visit the Town's website to ensure that the Report meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering [insert other agency/department]	
X	Grading Plan(s)	Contact Development Engineering for Terms of Reference. Please visit the Town's website to ensure that the Plan(s) meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering [insert other agency/department]	
	Healthy Assessment Study	Please visit the Town's website to ensure that the Study meets the Electronic Submission Requirements .		
	Healthy Development Assessment	Please visit the Town's website to ensure that the Assessment meets the Electronic Submission Requirements .	Region of Peel	
	Heritage Conservation Plan	[to be updated by Heritage staff] Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Heritage	
	Heritage Impact Assessment	[to be updated by Heritage staff] Please visit the Town's website to ensure that the Assessment meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Heritage	
	Heritage Protection Plan	[to be updated by Heritage staff] Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Heritage	
	Housing Assessment	Please visit the Town's website to access the Terms of Reference for a Housing Assessment.	Town of Caledon, Planning Department, Development Planning	



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		Please visit the Town's website to ensure that the Assessment meets the Electronic Submission Requirements .	Region of Peel	
X	Hydrogeological Study	[to be updated by Engineering staff] Please visit the Town's website to ensure that the Study meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering Toronto and Region Conservation Authority 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
	Indigenous Engagement Summary/Form	Submit a completed Indigenous Engagement Summary/Form. For more information please contact the Lead Planner. Please visit the Town's website to ensure that the Summary/Form meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning	
X	Landscape Cost Estimate	If the applicant wishes to pursue this application without the support of Planning, Landscape then a Landscape Cost Estimate will be required. Please visit the Town's website to ensure that the Cost Estimate meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Landscape	
X	Landscape Letter of Conformance	If the applicant wishes to pursue this application without the support of Planning, Landscape then a Landscape Conformance Letter will be required Please visit the Town's website to ensure that the Letter meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Landscape	
X	Landscape Plans	If the applicant wishes to pursue this application without the support of Planning, Landscape then a Landscape Plans will be required Please visit the Town's website to ensure that the Plan(s) meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Landscape [insert conservation authority]	
X	Landscape Restoration Plans	If the applicant wishes to pursue this application without the support of Planning, Landscape then a Landscape Cost Estimate will be required	Town of Caledon, Planning Department, Landscape	



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		Please visit the Town's website to ensure that the Plan(s) meets the Electronic Submission Requirements .	[insert conservation authority]	
	Ministry of Transportation (MTO Permit)	Please visit the Town's website to ensure that the Permit meets the Electronic Submission Requirements .	Ministry of Transportation (MTO) Town of Caledon, Planning Department, Development 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 Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning Town of Caledon, Engineering Services Department, Development Engineering [insert other agency/department] 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
	Noise [and Vibration] Study	Please visit the Town's website to ensure that the Study meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering	X
	Oak Ridges Moraine Conformity Statement	Please visit the Town's website to ensure that the Statement meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development 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
	On-Street Utilization Plan	[to be updated by Engineering staff] Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Transportation	
	Ontario Building Code Data Matrix	Please visit the Town's website to ensure that the Matrix meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Urban Design	



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			Town of Caledon, Fire and Emergency Services Department	
	Parking Study	[to be updated by Engineering staff] Please visit the Town's website to ensure that the Study meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Transportation	
	Pedestrian Level Wind Study	[to be updated by Urban Design staff] Please visit the Town's website to ensure that the Study meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Urban Design	
X	Photometrics Plan	Contact Development Engineering for Terms of Reference. Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering	
	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 Electronic Submission Requirements .	Town of Caledon, Legal Department Region of Peel	
X	Planning Justification Report	Please visit the Town's website to access the Terms of Reference for a Planning Justification Report. Please visit the Town's website to ensure that the Report meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning	
	Plotting of Floodplain	Please visit the Town's website to ensure that the document meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning [insert other agency/department] 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

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	Preliminary Dewatering Plans/Environmental Management Plan	Please visit the Town's website to ensure that the Plan(s) meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning [insert other agency/department] 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 Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering	
	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 Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning	
	Record of Site Condition (RSC)	[to be updated by Engineering staff] Please visit the Town's website to ensure that the document meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering	
	Roof Plan Drawings	[to be updated by Urban Design staff] Please visit the Town's website to ensure that the Drawing(s) meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Urban Design	
X	Servicing Drawings	Contact Development Engineering for Terms of Reference. Please visit the Town's website to ensure that the Drawing(s) meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering Region of Peel Toronto and Regional Conservation Authority	
	Signage Plan	[to be updated by Engineering staff]	Town of Caledon, Engineering Services Department, Development Engineering	



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		Please visit the Town's website to ensure that the Plan(s) meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Transportation Engineering Region of Peel	
	Single/Multi-use Demand Table (Water & Wastewater)	Please visit the Town's website to ensure that the document meets the Electronic Submission Requirements .		
X	Slope Stability Assessment	Please visit the Town's website to ensure that the Assessment meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning Toronto and Region Conservation Authority 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 Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning Town of Caledon, Engineering Services Department, Development Engineering [insert conservation authority] 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 Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning Town of Caledon, Engineering Services Department, Development Engineering [insert conservation authority] 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



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	Stormwater Design Brief	<p>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</p> <p>Contact Development Engineering for Terms of Reference.</p> <p>Please visit the Town's website to ensure that the Brief meets the Electronic Submission Requirements.</p>	<p>Town of Caledon, Planning Department, Development Planning</p> <p>Town of Caledon, Engineering Services Department, Development Engineering</p> <p>[insert conservation authority]</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
X	Stormwater Management Report	<p>Include pre and post development drainage area plans.</p> <p>Contact Development Engineering for Terms of Reference.</p> <p>Please visit the Town's website to ensure that the Report meets the Electronic Submission Requirements.</p>	<p>Town of Caledon, Planning Department, Development Planning</p> <p>Town of Caledon, Engineering Services Department, Development Engineering</p> <p>Toronto and Region Conservation Authority.</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	<p>Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements.</p>	Town of Caledon, Engineering Services Department, Development Engineering	
	Streetscape Plan	<p>[to be updated by Urban Design staff]</p> <p>Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements.</p>	Town of Caledon, Planning Department, Urban Design	
	Sun and Shadow Study	<p>[to be updated by Urban Design staff]</p> <p>Please visit the Town's website to ensure that the Study meets the Electronic Submission Requirements.</p>	Town of Caledon, Planning 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>	Town of Caledon, Planning Department, Development Planning	X

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		Please visit the Town's website to ensure that the Map meets the Electronic Submission Requirements .	Town of Caledon, Engineering Services Department, Development Engineering [insert conservation authority] 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.	
	Sustainable Community Brief	Please visit the Town's website to ensure that the Brief meets the Electronic Submission Requirements .	[insert agency/department]	
	Topographic 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 Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning Town of Caledon, Engineering Services Department, Development Engineering [insert conservation authority] 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
	Topographical Survey	[to be updated by Engineering staff] Please visit the Town's website to ensure that the Survey meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning Town of Caledon, Engineering Services Department, Development Engineering [insert conservation authority] 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	Traffic Operations Assessment	<ul style="list-style-type: none"> • Site Access and Circulation • Site Active Transportation Provisions and Connections • Parking Review 	Town of Caledon, Engineering Services Department, Transportation Engineering	



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		<ul style="list-style-type: none"> The Transportation Consultant is requested to submit a Terms of Reference prior to completing the TIS. Please contact Emma Howlett @ Emma.Howlett@caledon.ca <p>Please visit the Town's website to ensure that the Assessment meets the Electronic Submission Requirements.</p>		
	Traffic/Transportation Impact Study		Town of Caledon, Engineering Services Department, Transportation Engineering	
	Underground Plan	<p>[to be updated by Urban Design staff]</p> <p>Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements.</p>	Town of Caledon, Planning Department, Urban Design	
	Urban Design Brief	<p>[to be updated by Urban Design staff]</p> <p>Please visit the Town's website to ensure that the Brief meets the Electronic Submission Requirements.</p>	Town of Caledon, Planning Department, Urban Design	
	Vegetation and Wildlife Ecology 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 Electronic Submission Requirements.</p>	<p>Town of Caledon, Planning Department, Development Planning</p> <p>[insert conservation authority]</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
	Visual Impact Report	<p>[to be updated by Urban Design staff]</p> <p>Please visit the Town's website to ensure that the Report meets the Electronic Submission Requirements.</p>	Town of Caledon, Planning Department, Urban Design	X
	Waste Management Plan	Please visit the Town's website to ensure that the Plan meets the Electronic Submission Requirements .	Region of Peel	
	Water Balance Assessment	Please visit the Town's website to ensure that the Assessment meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning	X



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			Town of Caledon, Engineering Services Department, Development Engineering [insert conservation authority] 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.	
	Wetland Water Balance Risk Evaluation	Please visit the Town's website to ensure that the Evaluation meets the Electronic Submission Requirements .	Town of Caledon, Planning Department, Development Planning Town of Caledon, Engineering Services Department, Development Engineering [insert conservation authority] 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.	X
X	Zoning By-law Matrix	Please visit the Town's website to ensure that the Matrix meets the Electronic Submission Requirements .	Town of Caledon, Planning 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)
Building Services Department, Building	<ul style="list-style-type: none"> No comments Received 	



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Corporate Services Department, Legal Service	<ul style="list-style-type: none"> There is a "Limiting Distance Agreement" registered on title to the lands. The Lands are identified therein as Environmental Policy Lands to be used for the exclusive purpose of environmental protection area. This application appears to be in contravention of that definition. Additionally, there is a Site Plan Agreement, amending Site Plan Agreement and Subdivision Agreement registered on title to the property. The Owner is bound by those agreements. 	Brittany Ziegler Brittany.ziegler@caledon.ca
Community Services Department, Facilities	<ul style="list-style-type: none"> No Comments Received 	
Community Services Department, Recreation	<ul style="list-style-type: none"> No Comment Received 	
Corporate Strategy & Innovation Department, Energy and Environment	<p>The Town is in the process of developing a Green Development Standard that is anticipated to be Council-approved in the Fall of 2023 that will apply to all new development.</p> <ul style="list-style-type: none"> Applicant is encouraged to aim for 50% tree canopy coverage at 50% tree maturity. Applicant is encouraged to ensure newly planted trees have adequate volume and quality of soil to reach maturity. Provide soil volume of 16m³, 30m³ and 45m³ for small, medium and large-sized trees, respectively (or tree specific soil volume indicated in the municipal tree species guide, whichever is greater). Applicant is encouraged to include no invasive species and target a minimum of 50% native plant species, 25% of which are pollinator-friendly species in the Landscape Plan. Applicant is encouraged to plant trees no smaller than 60mm calliper from approved municipal tree species lists along walkways/sidewalk lengths, at distance intervals averaging 6-8m. Tree species to alternate every 5 trees where planting in a row in urban areas. Existing healthy trees are to be maintained and/or protected. Applicant is encouraged for all parking spaces to come equipped with an energized outlet capable of providing Level 2 electric vehicle charging or higher and reserve parking spaces for electric vehicles. 	William Overholt William.Overholt@caledon.ca
Corporate Strategy & Innovation Department, Capital Projects	<ul style="list-style-type: none"> No comments received 	
Customer Service & Communications Department, Economic Development	<ul style="list-style-type: none"> No comments/concerns 	Ben Roberts Cell: 416-998-8289 E-mail: ben.roberts@caledon.ca



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<p>Engineering Services Department, Development Engineering</p>	<ul style="list-style-type: none"> The proposal is for the redevelopment of the subject lands to permit a surface parking lot comprised of 115 parking spaces. The proposed development is to provide additional parking spaces for residents and visitors of the Retirement Residence located directly north of the subject lands. Access to the parking lot is proposed via Station Road. All plans, reports, and studies are to conform to the requirements in the Town of Caledon Site Plan Control Manual and the Town of Caledon Development Standards Manual (2019). Contact Development Engineering for Terms of Reference (TOR) for all required plans and technical studies. Development Engineering requests to be circulated all engineering reports and studies requested by the Region of Peel, Conservation Authority, applicable agencies and Town of Caledon Traffic Department. 	<p>Malvern Munaku x 4560 Malvern.munaku@caledon.ca</p>
<p>Engineering Services Department, Transportation</p>	<ul style="list-style-type: none"> Please confirm barrier-free accessible spaces are designed according to the requirements contained within Schedule K of the Town's Traffic By-Law 2015-058. Please follow the Town's Transportation Study Guidelines. <p>As the plans for the site are being developed:</p> <ul style="list-style-type: none"> Site accesses along Town roads should be designed according to the requirements outlined within the OPSD 350.010 drawing. Please demonstrate adequate internal pedestrian connections to the senior's residence that are compliant with any relevant standards including accessibility standards. 	<p>Emma Howlett Emma.Howlett@caledon.ca 905.584.2272 x 4309</p>
<p>Finance Services Department</p>	<ul style="list-style-type: none"> Under current By-laws of the Town of Caledon and other charging entities, Development Charges will not be applicable to this project (redevelopment of the subject lands to permit a surface parking lot comprised of 115 parking spaces) as no new buildings are planned. The Development Charges comments and estimates above are as at May 17, 2023 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 dated on or after January 1, 2020, Development Charges are 	<p>Hussein Visanji, Senior Financial Analyst Hussein.Howlett@caledon.ca</p>



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	<p>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 affected applications. For site plan or rezoning applications dated prior to January 1, 2020, Development Charges are calculated and payable at 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.</p>	
Fire and Emergency Services Department	<ul style="list-style-type: none"> No comment received 	
Operations Department	<ul style="list-style-type: none"> No Comment received 	
Planning Department, Accessibility	<ul style="list-style-type: none"> No Comments received 	
Planning Department, Development Planning	<ul style="list-style-type: none"> The site is currently designated Environmental Policy Area Schedule "C" Bolton Land Use Plan. The subject property has an extensive planning history. In 2008, an Official Plan Amendment (Town File: POPA 08-07) and Zoning Bylaw Amendment (Town File: RZ 08-14) were submitted to the Town proposing High Density Residential uses for the site. The applications were subsequently appealed to the former OMB shortly after. As part of a 2010 OMB decision, High Density Residential uses were permitted for a portion of the site in the form of a seven-storey building and townhouse units. However, given its valleyland location, the rear of the site was designated Environmental Policy Area (EPA), and subsequently zoned (EPA1-573). As described within the 2010 OMB decision, the EPA area was set aside to provide for a continuation of the natural area to the east, as well as to provide a visual buffer from abutting residential lands and helps to ensure connectivity to the broader Natural Heritage System, which is critical given the urban context in which the subject lands are located. 	<p>Richard Martin Richard.martin@caledon.ca Ext 4283</p>



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	<ul style="list-style-type: none"> It should be noted that in principle Staff is not supportive of a parking lot being located within the EPA portion of the site as it directly contradicts the intent of the 2010 OMB decision. 	
Planning Department, Heritage	<ul style="list-style-type: none"> No comments/concerns. 	Cassandra Jasinski, Heritage Planner, cassandra.jasinski@caledon.ca , (905) 584-2272 x. 4232
Planning Department, Landscape	<ul style="list-style-type: none"> The Lands are designated as Environmental Policy Area (EPA) in the Town's Official Plan and are to be used for the exclusive purpose of environmental protection area. As such, this application is not supportable because it seeks to remove natural heritage protections that were established through an OLT process in order to maintain a contiguous natural heritage connection with the EPA lands on adjacent properties. Additionally, there is a Subdivision Agreement and Site Plan Agreement in effect on these lands, including Landscape Plans for re-naturalizing these lands in accordance with the OLT decision. The proposed parking lot would require extensive grading and remove most of the tree canopy from the pre-development condition of the site, thereby further degrading the site from a natural heritage perspective. If the applicant wishes to pursue this application without the support of Town of Caledon, Landscape then additional studies will be required, including an EIS demonstrating that the proposed development will enhance the ecological integrity of the lands in relation to the proposed re-naturalization base state condition rather than their currently degraded condition resulting from the adjacent development. The applicant has provided a EIS Terms of Reference (TOR) for the Town to review prior to commencement of study. Comments for these will be provided through separate correspondence. 	Stewart McIntosh, Landscape Architect Stewart.mcintosh@caledon.ca 905-584-2272 x.4397
Planning Department, Municipal Numbering	<ul style="list-style-type: none"> No comment received 	



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<p>Planning Department, Parks</p>	<ul style="list-style-type: none"> • Staff have searched the Town records and there is no record of any prior parkland dedication or payment in lieu of parkland provided for the subject property. • Based on the submitted materials March 16, 2023, payment in lieu of conveyance of parkland would be required at equivalent market value of 2% of the development land, 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. • The bylaw defines the develop as follows: <ul style="list-style-type: none"> 3.1) "Develop" means: <ul style="list-style-type: none"> i. the construction, erection or placing of one or more buildings on land ii. the making of an addition or alteration to a building that has the effect of substantially increasing the size by increasing the Gross Floor Area of the building by fifty-percent (50%) or more, or by substantially increasing the usability thereof iii. the addition of one or more new Dwelling Unit(s) iv. the laying out and establishment of a commercial parking lot v. "Developed", "Development", "Redevelop", "Redeveloped" and "Redevelopment" have their corresponding meanings; • 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. • The value of the development land shall be determined as of the day before the day the first building permit is issued. • Please note that these comments are based solely on the preliminary information provided by the applicant for the preliminary meeting on May 25, 2023. Parks may provide varying and/or additional comments on the formal application. 	<p>Eva Li eva.li@caledon.ca 905.584.2272 x.4378</p>
<p>Planning Department, Policy Planning</p>	<ul style="list-style-type: none"> • As noted, the property is designated EPA under the OP land uses and would be subject to the policies therein. • The site is abutting the property identified in 5.10.4.5.2.7 which should be taken under consideration <p>5.10.4.5.2.7 Development of lands at the southeast corner of Station Road and King Street West which are designated High Density Residential shall occur in accordance with the following provisions:</p>	<p>Mike Balch Michael.balch@caledon.ca 905-584-2272 x4433</p>



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	<p>a) Permitted uses shall include townhouse dwelling units and a senior's retirement residence at a combined floor space index no greater than 2.0 times the area of land designated as High Density Residential on Schedule "C". Density shall not exceed 130 units per net hectare where net density is based on the land area proposed to be developed for permitted uses, and exclusive of public right-of-ways, parks, environmental policy areas and open space.</p> <p>b) Building heights, exclusive of rooftop mechanical structures, any ornamental architectural elements, balconies and parapets shall not exceed seven (7) storeys and shall be designed such that building heights are compatible with the existing valley area topography and surrounding residential uses. All building height restrictions shall be further specified in the implementing Zoning By-law.</p> <p>c) A high degree of urban design shall be provided which ensures that any proposed development on the site will be compatible with or enhance the community character of the area.</p> <p>d) A high standard of landscape and streetscape features shall be provided in accordance with Section 5.16 of this Plan.</p>	
Planning Department, Urban Design	<ul style="list-style-type: none"> No comment Received 	
Planning Department, Zoning	<ul style="list-style-type: none"> Subject property is zoned Environmental Policy Area 1, Exception 573 - (EPA1-573) Parking Area is NOT a permitted use in the EPA1-573 zone Zoning notes subject parcel is zoned to permit only: Environmental Management and Flood and Erosion Control Uses 	<p>Chris Bean Office: 905.584.2272 x 4265 Email: chris.bean@caledon.ca</p>

External Agencies

Agency	Comments	Contact (Name, Email and Phone Number)
Bell Canada	No comment Received	
Canada Post	No comment Received	
Canadian Pacific Railway (CPR)	No comment Received	
Credit Valley Conservation (CVC)	No comment Received	
Dufferin-Peel Catholic District School Board (DPCDSB)	No comment Received	



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Agency	Comments	Contact (Name, Email and Phone Number)
Enbridge	No comment Received	
GO Transit (Metrolinx)	No comment Received	
Hydro One	No comment Received	
Lake Simcoe Region Conservation Authority (LSRCA)	No comment Received	
Ministry of Transportation (MTO) – GTA West Corridor	No comment Received	
Ministry of Transportation (MTO) - Permitting	No comment Received	
Niagara Escarpment Commission (NEC)	No comment Received	
Nottawasaga Valley Conservation Authority (NVCA)	No comment Received	
Ontario Provincial Police (OPP) - Caledon Detachment	No comment Received	
Peel District School Board (PDSB)	No comment Received	
Region of Peel	The subject land is located within a Natural Area and Corridor (NAC) of the Greenlands Systems designated under Policy 2.14.18 of the Regional Official Plan. The boundaries and/or development limitations of the NAC must be shown on a future site plan.	Chrissy Pelopidas Chrissy.Pelopidas@peelregion.ca
Rogers Communication		
Toronto and Region Conservation Authority (TRCA)	<ul style="list-style-type: none"> • Planning Justification Report • Draft Official Plan Amendment • Draft Zoning Bylaw Amendment • Site Plan, Grading Plan, Servicing Plan, Shoring Plans and Erosion and Sediment Control Plan • Engineering Drawings for any proposed retaining walls • Slope Stability Assessment prepared in accordance with TRCA’s guidelines: https://trcaca.s3.ca-central-1.amazonaws.com/app/uploads/2016/02/17173003/PDPM_G_GEDSR.pdf. It is strongly recommended that the applicant provide a Terms of Reference (TOR) for TRCA to review prior to commencement of study. 	Andrea Terella andrea.terella@trca.ca (437) 880-1937



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Agency	Comments	Contact (Name, Email and Phone Number)
	<ul style="list-style-type: none"> Stormwater Management and Functional Servicing Report prepared in accordance with TRCA guidelines: https://trcaca.s3.ca-central-1.amazonaws.com/app/uploads/2021/10/20103017/SWM-Criteria-2012.pdf Hydrogeology Report Environmental Impact Study prepared in accordance with TRCA's guidelines: https://trcaca.s3.ca-central-1.amazonaws.com/app/uploads/2016/02/17185407/EIS_Guideline_-_Jan232015bp.pdf. It is strongly recommended that the applicant provide a Terms of Reference (TOR) for TRCA to review prior to commencement of study. 	

Section 7: Preliminary (PARC) Meeting Attendees

The table below lists all attendees and provides their contact information for your reference.

Agency/Department	Representative(s)	Contact Information (Name, Email and Phone Number)	In Attendance/Regrets
Agency/Department	Representative(s)	Contact Information (Name, Email and Phone Number)	In Attendance/Regrets
Corporate Services Department, Legal Services	Brittany Ziegler	Brittany.ziegler@caledon.ca	
Corporate Strategy & Innovation Department, Energy and Environment	William Overholt	William.Overholt@caledon.ca	
Customer Service & Communications Department, Economic Development	Ben Roberts	Ben.roberts@caledon.ca	
Engineering Services Department, Development Engineering	Malvern Munaku	Malvern.munaku@caledon.ca	
Engineering Services Department, Transportation	Emma Howlett	Emma.Howlett@caledon.ca	



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Finance Services Department	Hussein Visanji,	Hussein.Howlett@caledon	
Planning Department, Accessibility	Mag Youssef	Magid.Youssef@caledon.ca	
Planning Department, Development Planning	Richard Martin	Richard.Martin@caledon.ca	
Planning Department, Development Planning	Kristen Domingos	Kristen.domingos@caledon.ca	
Planning Department, Heritage	Cassandra Jasinski, Heritage Planner,	cassandra.jasinski@caledon.ca ,	
Planning Department, Landscape	Stewart McIntosh, Landscape Architect	Stewart.mcintosh@caledon.ca	
Planning Department, Parks	Eva Li	eva.li@caledon.ca	
Planning Department, Policy Planning	Mike Balch	Michael.balch@caledon.ca	
Planning Department, Urban Design	Mag Youssef	Magid.Youssef@caledon.ca	
Planning Department, Zoning	Chris Bean	chris.bean@caledon.ca	
Region of Peel	Chrissy Pelopidas	Chrissy.Pelopidas@peelregion.ca	

