

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

File Number: PRE 2025-0106
Meeting Date: July 17, 2025

Lead Planner: Giuseppe Russo, Intermediate Planner
Expiry Date: August 20, 2026

Purpose and Advisory Information

To assist applicants in the submission of complete applications, the Town strongly encourages applicants attend a PARC meeting.

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.

If an application is not submitted by the expiry date, additional consultation and fees may be required.

Section 1: Applicant and Owner Information

Applicant Name:	Prem Tewari of IDM Consultants Inc.	TOWN OF CALEDON PLANNING RECEIVED <u>November 11th, 2025</u>
Phone Number:	(905) 928-2542 (Cell)	
Email Address:	prem_tewari@hotmail.com	
Owner Name:	Pavanbir Deol	
Phone Number:	(647) 985-1610 (Cell)	
Email Address:		

Section 2: Project and Property Information

Municipal Address:	55 Simpson Road	
Legal Description:	Part Lot 3, Concession 6 (Albion)	
Roll Number:	2124.010.003.11020.0000	
Site Area:	1.08 ha (2.68 ac)	
Project Name:	IDM Consultants Inc. on behalf of Pavanbir Deol	
Proposal:	Requesting a Zoning By-law Amendment (Temporary Use) to permit parking on the subject property.	
Existing GFA:	N/A m ²	Proposed GFA: N/A m ²
Servicing:	Municipal Water	Municipal Sewage

Section 3: Required Development Application(s)

Please find a list of required applications to facilitate this development below. Applicants must submit separate PARC applications and fees for each application type.

In accordance with Staff Report 2022-0209, where public infrastructure is proposed, a Draft Plan of Subdivision will be required.

Required Development Application	
<input type="checkbox"/>	Official Plan Amendment (including Block Plan)
<input type="checkbox"/>	Draft Plan of Subdivision
<input type="checkbox"/>	Draft Plan of Condominium
<input checked="" type="checkbox"/>	Zoning By-law Amendment (Temporary Use) subject to this PARC form PRE 2025-0106
<input checked="" type="checkbox"/>	Site Plan Application
<input type="checkbox"/>	Oak Ridges Moraine – Site Plan Application
<input type="checkbox"/>	Minor Variance
<input type="checkbox"/>	Consent

Section 4: Required Prior to Approval

The following must be completed and/or in full force and effect prior to the approval of the application(s):

The following additional approvals and/or requirements are required:

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

Section 5: Complete Application Requirements

Application Type	Submission Requirement						Commentor	
	Official Plan Amendment	Zoning By-law Amendment	Draft Plan of Subdivision	Draft Plan of Condominium	Site Plan Approval/ORM SPA	Minor Variance/Consent		
<p>Submission Requirement</p> <p>Please ensure submission material are completed in accordance with the Town's Standards and approved Terms of Reference.</p> <p>In addition, please ensure that the submission meets the Electronic Submission Requirements.</p>								
<p>Cover Letter</p> <p>Completed PARC Meeting Form</p> <p>Application Form</p> <p>Draft Zoning By-law Amendment and Schedule (Microsoft Word Format)</p> <p>Site Plan</p> <p>Survey Plan</p> <p>Fees (Region of Peel)</p> <p>Fees (Town of Caledon)</p> <p>Fees (Toronto and Region Conservation Authority)</p> <p>Conservation Authority Permit</p> <p>Digital File (Digital CAD file, submitted in AutoCAD DWG (2D) format, georeferenced to Universal Transverse Mercator (UTM) Zone 17 with the North American Datum 1983 (NAD83))</p> <p>Draft Reference Plan (If required for George Bolton Pkwy)</p> <p>Functional Servicing Report and SWM Brief with Servicing and Grading Plans</p>								
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Pre-Application Review Committee (PARC) Meeting Form and Checklist

Application Type	Submission Requirement										Commentor
	Official Plan Amendment	Zoning By-law Amendment	Draft Plan of Subdivision	Draft Plan of Condominium	Site Plan Approval/ORM SPA	Minor Variance/Consent	Please ensure submission material are completed in accordance with the Town's Standards and approved Terms of Reference . In addition, please ensure that the submission meets the Electronic Submission Requirements .				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indigenous Engagement Summary/Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Town Development + Design
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planning Justification Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Town Policy Planning
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic/Transportation Impact Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Town Heritage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning By-law Matrix	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Town Landscape/Parks/ Natural Heritage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Analysis (refer to TRCA comments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Town Engineering
											Region
											Conservation Authority
											Other (Specify): <input type="text"/>
											Peer Review Required

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Section 6: Preliminary Review Comments

The comments outline 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)
Corporate Services Department, Legal Services	<ul style="list-style-type: none">No comments	Daniela Gaudio Daniela.gaudio@aledon.ca
Engineering, Public Works & Transportation Department, Energy and Environment	<ul style="list-style-type: none">Town Council recently adopted Green Development Standards to promote sustainable, low carbon and energy efficient design in new developments. <p><i>For OPA/ZBA:</i></p> <ul style="list-style-type: none">While the GDS does not apply to OPA's or Zoning By-law Amendments, applicants should be aware that future draft plan of subdivision and site plan applications will be required to submit a completed GDS checklist and supporting documents. Applicants are encouraged to familiarize themselves with the program early in the development process so they are prepared to comply with GDS requirements. Program materials can be found at www.aledon.ca/gds. Energy and Environment staff are available if you have any questions about the program. <p><i>For Draft Plan of Subdivision/SPA:</i></p> <ul style="list-style-type: none">Please prepare the relevant Green Development Standards Checklist available on the Town's website: www.aledon.ca/gds. The checklist should be accompanied by the appropriate documentation, as identified within the checklist and GDS Guidebook.While completing the checklist, please ensure you refer to the GDS Guidebook.	Alexandra Service Alexandra.service@aledon.ca
Corporate Strategy & Innovation Department, Capital Projects	<ul style="list-style-type: none">No comments	
Planning & Development Department, Economic Development	<ul style="list-style-type: none">Within the Town of Caledon Employment Strategy Report it directs the Town of Caledon to support a diverse range of sectors and direct logistics warehouses (Goods Movement sector) to appropriate locations as well as encourage higher employment densities (such as integrated office and warehouse developments and multiple storeys) and better utilization of lands for these developments.	Ben Roberts, Senior Economic Development Officer Ben.roberts@aledon.ca Cell: 416-998-8289

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Engineering, Public Works & Transportation Department, Development Engineering	<ul style="list-style-type: none">Applicants existing fence is encroaching in the Towns ROW on George Bolton Parkway. This fence needs to be removed as this will impact future road widening.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).At the time of Site Plan Application the applicant is to contact Development Engineering for Terms of Reference (TOR) for all required plans and technical studies.<ul style="list-style-type: none">○ Erosion and Sediment Control Plan○ Grading & Servicing Plan○ Functional Servicing and Storm Water Management Report○ Geotechnical Report○ Hydrogeological Report	Gillian McFarlane Gillian.McFarlane@aledon.ca 905.584.2272 x 4601
Engineering, Public Works & Transportation Department, Transportation	<p>Transportation Impact Study including:</p> <ul style="list-style-type: none">Road network and On site Circulation ReviewParking and Loading ReviewTransportation Provisions and Connection ReviewTown requires that the study/letter be stamped, signed, and dated by a licensed Professional Transportation Engineer in Ontario (P.Eng).Transportation Consultant is requested to submit a Terms of Reference prior to completing the Transportation Study. Please contact Emma Howlett @ Emma.Howlett@aledon.ca and Carbon Copy (CC) the lead planner on file. <p>Comments:</p> <ul style="list-style-type: none">Include the anticipated Trip generation rates in the proposed terms of reference to ensure the study area is fit to the scale of the anticipated trip generation impacts.Parking spaces should comply with Zoning By-law rates. If fewer spaces are proposed, a parking justification study is required, with a Terms of Reference circulated to Town Transportation Staff prior to commencement.	Emma Howlett Emma.Howlett@aledon.ca

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	<ul style="list-style-type: none">• Barrier-free accessible spaces must be designed in accordance with Schedule O of the Town's Traffic By-Law 2024-048. Signage to follow standard AODA and HTA requirements.• Include an AutoTURN analysis to demonstrate maneuverability for large vehicles, including trucks and emergency vehicles.• Please follow the Town's Transportation Study Guideline <p>General comments on the proposed Site plan</p> <ul style="list-style-type: none">• 'Fire Route No Parking' signage should be proposed as required by the Town's Traffic By-Law 2024-048 and relevant legislation.• Fire route is missing the centerline radius of a minimum of 12m.• Applicant should include an AutoTURN analysis• Ensure bicycle parking is provided in the proposed development as per the Active Transportation Master Plan (ATMP).• Sight Access review, including but not limited to sight line assessment, should be included.• Site accesses along Town roads should be designed according to the Town Development Standards.• Throat lengths should meet in Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads Standards.• Only one site access shall be permitted to Simpson Road. An additional site access would be subject to traffic analyses justifying the need for additional access to improve safety, flow, and/or circulation and shall meet minimum spacing requirements outlined in the TAC Geometric Design Guide for Canadian Roads.• The use of mutually-shared driveway arrangements is strongly encouraged.• Driveways must be located such that to avoid interlocking left-turns with other streets / driveways. It is always preferred that driveways align with opposing streets / driveways, where applicable. Please coordinate with the adjacent landowner(s) accordingly.• Review pedestrian connectivity and active transportation facilities within the site	
Finance Department, Finance	<p>The taxable assessment value of the property will change to reflect any development that will take place on the property.</p> <p>The applicant is proposing a Temporary Zoning By-law Amendment to permit truck parking on site. Since no new or additional floor space is part of this application, Development Charges will not apply. The Town may require security deposits as part of the financial obligations to be included in a Temporary Use Agreement as required.</p>	Hussein Visanji, Senior Financial Analyst Hussein.visanji@aledon.ca

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	<p>A related application (PRE 2025-0010) by the owner proposes to development an industrial building with a GFA of 4,198.61 square metres. In this case development charges will apply. Finance has provided comments in April 2025 specific to application PRE 2025-0010. Additional information on Development Charges may be accessed on the Town's website at https://www.aledon.ca/en/town-services/development-charges.aspx</p> <p>The Development Charges (DC) comments and estimates above are as at July 9, 2025 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 that meet Section 26.2 of DC Act criterion (such as application being complete on or after January 1, 2020 and time elapse between application approval and building permit issuance is less than 18 months), DCs would be calculated at rates applicable on the date when an application is deemed to be complete (the application completion date). Interest charges will apply for affected applications. Non-Residential DCs will be payable at the time of building permit issuance as required under the DC Act and the Town's DC By-law. 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 and any changes to the DC Act and DC By-law/policies</p>	
Community & Human Services Department, Fire and Emergency Services	<ul style="list-style-type: none">No comments as proposed for temporary use. If the yard is being used as a storage yard for tires, lumber, wood chips or vehicle salvage yard then there would be firetruck access is needed as per Fire Code Part 3 "Outdoor Storage".	Anthony Staniscia x.4347 Anthony.staniscia@aledon.ca
Engineering, Public Works & Transportation Department, Operations	<ul style="list-style-type: none">.No Comments	
Planning & Development Department, Accessibility	<ul style="list-style-type: none">No comments	
Planning & Development Department, Planning	<p><u>Town of Caledon Official Plan:</u></p> <ul style="list-style-type: none">The lands are within the Bolton Settlement Area within the Simpson Industrial Secondary Plan, at the southeast corner of Simpson Road and George Bolton Parkway.The Official Plan designates the site 'Prestige Industrial' on Schedule 'C' – Bolton Land Use Plan.The South Simpson Industrial Secondary Plan further designates the site as 'Prestige Industrial on Schedul 'C-5'. <p><u>General Comments:</u></p>	

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	<ul style="list-style-type: none">• In considering the enactment of a Temporary Use By-Law, the applicant must demonstrate that the proposal:<ol style="list-style-type: none">1) Is in general conformity with the intent and policies of the Town of Caledon Official Plan, Future Caledon Official Plan, Peel Official Plan, and all relevant Provincial Policy2) That it is compatible with adjacent lands uses;3) That adequate parking can be provided;4) That an adverse impact on traffic will not be created;5) That the construction of a permanent building or structure is not encouraged;6) Has sufficient services such as water, sewage disposal and roads;7) That the use cannot become permanent and difficult to terminate; and8) Avoids, mitigates or minimizes adverse effects or negative impacts on the Natural Environmental System;• Temporary Use By-laws are not to be used in a way that will prevent the use of land for its intended purpose, where it is known that a specific use is appropriate in the short-term.• A Planning Justification Report is required to demonstrate compliance with all relevant relevant policies, including but not limited to, the Planning Act, Peel Official Plan, Town of Caledon Official Plan, and Future Caledon Official Plan.• Details of the proposed Amendment must be provided including:<ul style="list-style-type: none">○ All uses proposed to be accommodated by the proposed amendments; and,○ The zoning category/ies being requested, the specific zoning standards being requested, and a draft zoning by-law.• Please note that year-round screening must be provided on all lot lines through the use of landscaping, berms and/or solid fencing.• Please refer to the Town's Electronic Submission Requirements for Planning Applications, Terms of Reference (TOR) for Zoning By-law Amendments, Draft Zoning By-law Amendment Templates, and attached CAD GIS Digital Submission Standards as you prepare your submission package.• If any studies of the required plans, or materials are included within other submission documents, please clearly indicate this in the Cover Letter.	
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	<ul style="list-style-type: none"> • A future Site Plan Application and Approval will be required to implement the Temporary Use By-law • Please note that all technical studies and supporting documentation submitted as part of a development application, which the Town or its agencies determine require a peer review, shall be subject to such review at the sole expense of the applicant. The applicant shall be responsible for the full cost of any peer review(s) conducted by third-party consultants retained by the Town or its agencies, including any administrative fees associated with the coordination and processing of the peer review. 	
Planning & Development Department, Heritage	<p>Heritage Register</p> <ul style="list-style-type: none"> • The subject lands do not contain and are not adjacent to any designated or listed, non-designated properties on the Town of Caledon's Heritage Register. No Heritage Impact Assessment is required. <p>Archaeological Assessment</p> <ul style="list-style-type: none"> • The subject lands are not identified as having archaeological potential. No archaeological assessment is required. • The proponent is advised of the following: <ul style="list-style-type: none"> ○ The proponent shall immediately stop all work on the Subject Lands and notify the Town's Heritage staff, Chief Planner, and the Ministry of Citizenship and Multiculturalism (MCM) in the event that deeply buried archaeological resources are found during the course of any grading or related works on the Subject Lands. Any and all work related to the discovery of deeply buried archaeological resources shall be carried out by the proponent, at their expense, to the satisfaction of the MCM and the Town's Heritage staff. 	Cassandra Jasinski, Heritage Planner, cassandra.jasinski@caledon.ca , (905) 584-2272 x. 4232
Planning & Development Department, Landscape	<ul style="list-style-type: none"> • The associated site plan application must be submitted along with this Temporary Zoning By-Law Amendment to allow for landscape review. All required landscape materials will be reviewed during the site plan application stage. • In accordance with the Town's Zoning By-law for industrial use and Industrial Design Guideline, a minimum 6m-wide planting strip is required along the external lot line adjacent to the road, and a minimum 1.5m-wide planting strip is required along all internal lot lines. • Please note the subject site is a priority corner lot, which landscaping area shall be 12.5% of the total lot area. 	Dali Peng Dali.peng@caledon.ca 905.584.2272 x 4022

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Planning & Development Department, Municipal Numbering	<ul style="list-style-type: none"> The property address is confirmed as 55 Simpson Road The proposed development as outlined in the circulation letter and submission material will not require the issuance of a municipal number In accordance with 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. 	Emily King municipalnumbers@aledon.ca 905.584.2272 x.4325
Planning & Development Department, Parks	<ul style="list-style-type: none"> Based on the submitted materials, conveyance of parkland or payment in lieu of parkland is not required for the Temporary Zoning By-Law Amendment 	Halley Patel Halley.patel@aledon.ca 905.584.2272 x 4158
Planning & Development Department, Policy Planning	<p>Region of Peel Official Plan</p> <ul style="list-style-type: none"> As per the Region of Peel Official Plan, the subject lands are within: <ul style="list-style-type: none"> The Urban System as shown on Schedules E-2 (Strategic Growth Areas) and E-1 (Regional Structure). the Employment Area as shown on Schedule E-4 (Employment Areas) 	Shahzad Mir Shahzad.mir@aledon.ca 905.584.2272 x.4556
Planning & Development Department, Urban Design	<ul style="list-style-type: none"> All required Urban Design materials will be reviewed during the site plan application stage. 	Cassandra Savini cassandra.savini@aledon.ca 905.584.2272 ext 4392
Planning Department, Zoning	<ul style="list-style-type: none"> Zoning notes the subject lands are zoned MP found within our comprehensive zoning by-law 2006-50, as amended. Zoning notes that a Temporary Zoning By-law Amendment is required to temporarily rezone the lands for the desired use. Zoning notes that a fulsome zoning review cannot be conducted at this time due to the preliminary nature of the application. Zoning will be reviewed once a Draft Temporary Zoning By-law Amendment and associated Schedule have been submitted for review. Zoning requests that any future Draft Temporary Zoning By-law Amendment applications be submitted in Word format for review. The associated Schedules may be submitted in PDF format. 	Liam Browning Liam.Browning@aledon.ca 905.584.2272 x 4291
Planning & Development Department, Natural Heritage	No comments	Anèl Dannhauser Anel.dannhauser@aledon.ca 905.584.2272 x 4510

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Realty Services	Advisory: Gratuitous Dedication of any lands may be required from this property for the George Bolton Parkway extension. If required, a draft reference plan will be requested.	Steven Kovach, Realty Services Steven.kovach@caledon.ca
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External Agencies

Agency	Comments	Contact (Name, Email and Phone Number)
Region of Peel	<ul style="list-style-type: none"> In accordance with Bill 185, beyond July 1, 2024, the Region's mandate will continue to include the provision of hard and soft services to the community, including but not limited to water and wastewater servicing, transportation, waste management, affordable housing, health services, emergency services, etc. To this end, the Region will continue to have an interest in community building to ensure the efficient, financially sustainable, and effective delivery of infrastructure and services The Region will require a Pre-Consultation Application Review Fee of \$1,500.00 prior to releasing first submission comments on the subsequent development applications. An additional review fee will also be required once the formal development applications are received by the Region. 	Sonia Tam Principal Planner, Region of Peel E: sonia.tam@peelregion.ca T: 289-305-7815
Toronto and Region Conservation Authority (TRCA)	<p>Site Context:</p> <ul style="list-style-type: none"> According to our floodplain mapping and modelling, the subject property is regulated by TRCA as the property receives Regulatory Floodplain spill. A TRCA permit pursuant to Conservation Authorities Act (CA Act) is required from this Authority prior to any development and/or site alteration within a TRCA regulated area. Based on our floodplain information there appears to be several floodplain spill areas, to the far north of the property which all travel south impacting properties from Coleraine Drive to Highway 50. Please note TRCA staff completed an update to floodplain mapping for the Humber River Watershed area including floodplain modeling for the multiple watercourses to the far north of the property. The mapping was updated in June 2024. As a result, through updated modeling it has been determined there is a floodplain spill area associated with these watercourses that impact the property, and therefore the property is now within the Regulatory Floodplain. As such, the spill area will need to be addressed in the future Temporary ZBA submission. 	Andrea Terella Planner

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Agency	Comments	Contact (Name, Email and Phone Number)
	<ul style="list-style-type: none">Based on high level review with the Water Resource engineer, the entire property is likely impacted by the floodplain spill area. Since the property is affected by the floodplain spill a TRCA permit will be required for any site alteration/development and will need to address this hazard and ensure no impacts to development. Depending on the confirmed extent of the spill area on this property, this will impact what TRCA can support based on TRCA's Floodplain policies and Safe Access policies.Based on the information and site plan submitted in support of this pre-con application, the temporary zoning by-law amendment will provide a temporary site specific exemption to allow truck parking on the subject land. The applicant is asked to refer to the submission requirements and note that depending on the outcome of the study, extent of the spill on property and potential flood mitigation measures for the site can impact where the temporary use exemption should be applied within the MP zoned area. <p>Submission Requirements:</p> <ul style="list-style-type: none"><u>Topographic Survey</u> – A current topographic survey of the property prepared by an Ontario Land Surveyor.<u>Engineering drawings/plans</u> – Including Site Plan, Grading Plan, Site Servicing Plan, cross-sections, and associated details.<u>Hydraulic Analysis</u> - A hydraulic analysis will be required, and a memo created speaking to the spill area. The hydraulic analysis must be completed with MIKE Flood and a drawing provided showing the spill area based on the hydraulic analysis. To obtain TRCA's current flood plain mapping and modeling, the proponent can contact the undersigned to be directed to an appropriate member of TRCA's water resource engineering team to facilitate the transfer. It is noted that updates to the modelling may be required to account for the proposed development. Depending on the outcome of the study and extent of the spill on property the applicant will need to ensure the proposed development is protected from flooding during the Regional storm and located outside of the flood. As such, the applicant may need to include flood mitigation measures for the site.	

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Agency	Comments	Contact (Name, Email and Phone Number)
	<ul style="list-style-type: none">• <u>Safe Access</u>: Confirmation that safe access (ingress and egress) for pedestrians and vehicles to the site per TRCA and Provincial standards exists.• <u>Stormwater Management Report/Functional Servicing Report</u>: Outlining how the proposed stormwater management design conforms with TRCA requirements for water quantity, erosion, and water balance. TRCA's SWM guideline can be accessed through the following link: https://trcaca.s3.ca-central-1.amazonaws.com/app/uploads/2016/04/17183809/SWM-Criteria-2012.pdf.• <u>Draft Zoning Bylaw Amendment</u>: all hazard lands and buffers should be placed within an appropriate zoning category (EPA).• Review fees associated with a future Temporary Zoning By-law Amendment application will be collected in accordance with TRCA's 2022 Planning fee schedule: https://trcaca.s3.ca-central-1.amazonaws.com/app/uploads/2024/05/03120946/Development-Planning-Fee-Schedule-November-10-2022.pdf.	