CITY OF Burlington

DEVELOPMENT APPLICATION PRE-CONSULTATION FORM

Meeting Date: **N/A**	**Site Address:** **5209 Stonehaven Drive**
Property Owner: **Basingstoke Enterprises Ltd.**	**Applicant / Address / Phone / Email** **James Webb, MCIP, RPP** **WEBB Planning Consultants Inc.** **Off: (905) 527-7526** **Cell: (905) 719-9860**
Site Area: ha	

APPLICATION TYPE (check applicable applications):

Local Official Plan Amendment		Zoning By-law Amendment		Plan of Subdivision	**X**	Parkway Belt Amendment	
Other Application	**X**	Plan of Condominium and Part Lot Control					

1. **Brief description of proposed development:**

   The proposal includes the creation of a draft plan of subdivision to create a common element roadway with 10 single detached dwelling lots and a street townhouse block

2. **Conformity with Regional Official Plan Designation?** YES X NO _____

   Has an application been made to amend the Regional Official Plan: YES _____ NO _____

3. **1997 Official Plan Designation:** Residential Low Density

   Conformity with 1997 Official Plan land use designation? YES X NO _____

   If 'NO' what is the nature of the OP amendment needed? _____

4. **2020 Official Plan Designation:** Residential Low Density

   Conformity with 2020 Official Plan land use designation? YES X NO _____

   If 'NO' what is the nature of the OP amendment needed? _____

5 **Existing Zoning:** RO3-482

   Conformity with existing zoning? YES X NO _____

   If 'NO' what is the nature of the zoning amendment needed? _____

6. Design Guidelines in effect? YES _____ NO X

Name of Design Guidelines _____

7. Is the property listed in Municipal Heritage Register, designated under the Ontario Heritage Act or adjacent to a designated property?

YES _____ NO X

8. Fees Required at Time of Application

APPLICATION	CITY	REGION	CONSERVATION HALTON
Subdivision - Base Fee:	$22,955.00	$11,590.95 (at time of application) $2,382.25 (at registration)	n/a
TOTAL	$22,955.00	$11,590.95	n/a

Separate payments are required for the City, Halton Region and Conservation Halton

9. Additional Agencies to be contacted: Burlington Hydro, Bell

10. Pre-Application Public Consultation Meeting

Is a pre-application consultation meeting required?

YES _____ NO X

The following steps must be completed if a Pre-Application Public Consultation Meeting is required:

- *The consultation meeting is to be organized by the proponent and must be held before the application is submitted.*
- *Circulation of the meeting invitation to residents and tenants within 120 metres of the development site will be completed by the City for a fee. Provide the required materials to the City at least one month prior to the meeting. Notice must be sent a minimum of 21 days in advance of the meeting.*
- *Please notify the Ward Councillor, Mayor, and the Coordinator of Development Review of the date, time & location of the meeting. Be sure your meeting location is accessible and close to the development site.*
- *During the meeting, provide a detailed overview of the development proposal and allow time for questions and comments from the public. Planning staff will provide an overview of the development application review process. Take notes of the discussion.*
- *As part of a complete application, you must provide consultation meeting minutes which include a written summary of public input received at the meeting. As part of the Planning Justification Report, you must explain how this public input was considered and used to modify the development proposal.*

11. Community Benefits

Is this an application for a building of five (5) or more storeys and ten (10) or more residential units?

YES Y NO ____

If "YES" Community Benefits **may be** required. Please consult City of Burlington By-law 66-2022, Community Benefits Charges.

12. Required Information for Complete Application

1)	Completed Application Form	Required
2)	Fees for the processing of planning application(s)	Required
Supporting Reports, Studies, Plans **In accordance with Policies contained within 11.1.2 of the City's Official Plan, all identified materials must be submitted in accessible PDF format consistent with the City's standards and the standards of <u>The Accessibility for Ontarians with Disabilities Act</u> before an application is deemed complete.**		**Required (Yes/No)**
i.	Planning Justification Report, including employment or residential needs analysis, where required	Y (addendum)
ii.	Land Assembly Documents	N
iii.	Survey and Severance Sketch, prepared by an Ontario Land Surveyor	Y
iv.	Land Use Compatibility Study	N
v.	Retail and Service Commercial Needs Assessment	N
vi.	Financial Impact Study	N
vii.	Housing Impact Statement	N
viii.	Park Concept Plan	N
ix.	Agricultural Impact Assessment	N
x.	Social Impact Assessment	N
xi.	Archeological Report	N
xii.	Heritage Impact Study	N
xiii.	Cultural Heritage Landscape Impact Assessment	N
xiv.	Conceptual Site Plan Layout	Y
xv.	Architectural Plans	N
xvi.	3-D Model of Proposed Buildings	N
xvii.	Burlington Urban Design Advisory Panel (BUD) Comments	N
xviii.	Height Survey of Adjacent Buildings	N
xix.	Angular Plane Study	N
xx.	Shadow Analysis Plan	N
xxi.	Wind Impact Study	N
xxii.	Arborist's Report	Y (addendum)
xxiii.	Tree Inventory and Preservation Plan	Y (addendum)
xxiv.	Landscape Plan	Y (addendum)
xxv.	Water & Wastewater Functional Servicing Report	Y (addendum)

xxvi.	Hydrogeology Study / Water Budget & Hydrology Study	N
xxvii.	Source Protection Disclosure Report	N
xxviii.	Noise Feasibility Study / Vibration Study	Y (previously accepted)
xxix.	Transportation Impact Study	N
xxx.	Transportation Demand Management Plan and Implementation Strategy	N
xxxi.	Parking Justification Report	N
xxxii.	Storm Water Management Report / Functional Drainage Report, Storm Services Plan and Flooding Hazard Delineation and/or Grading and Drainage Plans	Y(addendum)
xxxiii.	Environmental Impact Assessment	N
xxxiv.	Top-of-bank Demarcation / Slope Stability Assessment / Creek Erosion Assessment / Geomorphic Study	N
xxxv.	Shoreline Hazardous Land Studies	N
xxxvi.	Geotechnical Report	Y
xxxvii.	Phase One Environmental Assessment	Y (previously accepted)
xxxviii.	Phase Two Environmental Assessment / Record of Site Condition	Y (previously accepted)
xxxix.	Landfill Assessment	N
xl.	Sustainable Building and Development Guidelines Checklist	N
xli.	Phasing Strategy for Development of Retail and Service Commercial Uses	N
xlii.	Public Consultation Strategy	N
xliii.	Response to Comments Received at a Community Meeting Held in Advance of a Formal Development Application	N
xliv.	Comprehensive Block Plan	N
xlv.	Urban Design Brief	N
xlvi.	Tenant Relocation and Assistance Plan	N
xlvii.	**Other** Environmental Site Screening Checklist Draft Official Plan Amendment / Draft Zoning By-law Amendment Construction & Mobility Management Plan Waste Management Report	 N N Y Y

13. ADDITIONAL REQUIREMENTS: See attached meeting notes & application checklist

NOTES:

1. **The applicant may request a Technical Preconsultation prior to submission of the application. This optional process involves electronic submission of the draft materials and a preliminary municipal review to determine whether there are technical issues which could be resolved prior to formal submission of the application.**

2. **Notwithstanding the fees noted above, all fees are payable based on the rate in the fee schedule by-law in effect on the date the payment is made.**

3. **The purpose of this document is to identify the information required to commence processing a complete application as set out in the Planning Act. Pre-consultation does not imply or suggest any decision whatsoever on behalf of City staff or the Corporation of the City of Burlington to either support or refuse the application.**

4. **This document expires 180 days from the date of signing or at the discretion of the Director of Community Planning. Please note that development application fees may change during this period and it is the applicant's responsibility to ensure that the correct fees are paid at time of application.**

5. **Beyond 180 days, but prior to 1 year from the date of signing, proponents may submit a request to have this document updated for an additional 180 days. A detailed changed matrix must accompany an update request. Beyond 1 year from the date of signing of the original pre-consultation form, a new pre-consultation request must be submitted.**

6. **In the event this Pre-consultation Document expires prior to the application being accepted by the City, another meeting will be required.**

7. **The applicant acknowledges that submission requirements are subject to change and that additional reports, studies, plans or information may be required beyond what is identified within this document in advance of an application being deemed complete.**

8. **The City may require the peer review of any technical report or study submitted by the applicant. If this is required, the applicant will be advised and will be charged a fee equal to the cost of the peer review.**

9. **Application materials submitted without the information identified in this Pre-consultation Document, or without the supporting technical studies prepared in accordance with the direction provided in Appendix 1, the meeting notes, and the Pre-submission checklist attached to this Document, will be returned to the applicant based on insufficient information to properly evaluate the application.**

10. **The applicant acknowledges that the City considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the City copying and releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.**

11. **It may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the application.**

12. **The applicant must grant permission for municipal and agency staff to visit and access the property while the application is being processed.**

13. **There may also be financial requirements arising from the application, including, but not limited to, park dedication, development charges, payment of outstanding property taxes, deferred local improvement charges, costs for lifting 0.3-metre reserves, and reimbursement for road widening acquisition or road improvements.**

14. **Personal information contained in this form is collected under the authority of the Planning Act, R.S.O. 1990, cP.13, as amended. The information will be used for the purpose of administering the City of Burlington's pre-consultation process on development applications.**

15. **The applicant requests that the information submitted on this pre-consultation form and associated documents be kept confidential. It is understood; however, that an access request may be filed under the Municipal Freedom of Information and Protection of Privacy Act, and information may be subject to release, notwithstanding the request to keep information confidential.**

Staff and Agency Signatures:

Proponent Sign-off (In Lieu of Signatures):

I acknowledge that the City will require the provision of the drawings, reports and other requirements indicated in Section 11 of the Development Application Pre-Consultation Form, in addition to a completed Application Form, any information or materials required by Statute, the required application fees and a signed copy of this acknowledgement prior to the planning application being deemed complete, pursuant to the *Planning Act* and applicable City of Burlington Official Plan policy. These items should be completed in accordance with the direction in this Development Application Pre-Consultation Form, the attached Notes, and the attached Pre-Submission Document Terms of Reference, in order to allow for the full consideration of the planning application. I have read and acknowledge the Notes listed in Section 12 of the Development Application Pre-Consultation Form. I have authority to bind the Owner.

Property Owner	Property Owner (Signature)	Date
Agent (I have authority to bind the owner)	Agent (Signature)	Date

Planning Comments:

Official Plan (1997, as amended)

- The subject lands are designated as 'Residential Low-Density" under Schedule 'B'.

- In accordance with Part III, Section 2.2.2, lands designated as 'Residential Low Density' may permit:
    - detached and semi-detached homes shall be permitted in Residential-Low Density areas. Other forms of ground oriented, attached housing may be permitted, provided that these forms meet the density as specified in Part III, Subsection 2.2.2 c) for these areas and provided that these forms are compatible with the scale, urban design and community features of the neighbourhood;

New Official Plan (2020)

On Nov. 30, 2020, the City's new Official Plan (Burlington Official Plan, 2020) was approved by Halton Region. All parts of the Burlington Official Plan, 2020 that were not appealed came into effect the day after the end of the appeal period, Dec. 22, 2020. For the list of the appeals filed with the Ontario Land Tribunal (OLT), see the Dec. 23, 2020 update under "Burlington Official Plan, 2020 appeals process".

On Jan. 4, 2023, the OLT formally confirmed which parts of the Burlington Official Plan, 2020 came into effect on Dec. 22, 2020 and which parts did not. The OLT also confirmed that no parts of the Official Plan (other than policies where appeal rights are limited by the Planning Act)

are in effect on lands with site-specific appeals. For a list of policies in effect as of Dec. 22, 2020, see the May 16, 2023 update under “Burlington Official Plan, 2020 appeals process”. This update also includes a list of site-specific appellants.

Until all broad appeals to the Region’s approval of the Burlington Official Plan, 2020 are resolved, parts of the old Official Plan (Burlington Official Plan 1997, as amended) will stay in effect. Parts of the Burlington Official Plan, 2020 that are broadly appealed may be considered on an informative, but not determinative, basis.

The interim working version of the Burlington Official Plan, 2020 is provided for information only. For legal purposes, reference the original certified documents on file with the City Clerk, including the April 26, 2018 City of Burlington adopting bylaw and the Nov. 30, 2020 Halton Region Notice of Decision.

As the OLT process continues, the Burlington Official Plan, 2020 may change and need to be updated. Readers of the Plan must satisfy themselves as to the legal status and applicability of the policies by reviewing all Orders and Decisions from the OLT. You can view these documents by visiting the Ontario Land Tribunal's webpage for case no. OLT-22-002219: "OP - New Official Plan – City of Burlington". For more information please visit the City’s New Official Plan Project website *https://www.burlington.ca/en/services-for-you/official-plan-review.asp*.

- The subject lands are designated as ‘Residential Low Density’ under Schedule C – Land Use – Urban Area.
- The proposed development is consistent with the permitted uses listed within the Official Plan.

Application Requirements
- A Draft Plan of subdivision is required to facilitate the building lots with a common element condominium roadway.
- A Planning Justification Report will be required:
    - to explain why the requested changes are desirable and represents good planning;
- Please consult with Burlington Hydro, and Union Gas in regard to servicing supply and requirements.
- Planning staff note that the requirements listed above may be the same documents that were approved as part of the former draft plan of subdivision application, however revisions may be required to address the condominium roadway.

Parks and Forestry

- The tree permit was issued for the public trees and is due to expire in April of 2025. All the insurance paperwork associated with the current permit has lapsed.
- Since there may be a new application, It is being recommended that the existing permit be cancelled – and then re-apply closer to the actual build to avoid any timing related issues.
- Should the applicant opt to not cancel their permit and it expires, the public tree by-law currently has no provisions in place for extensions, which may result in on-site work issues.

Engineering

1. **Winter Maintenance of Condo Road** – I have reached out to RPF regarding RPF’s intention to be responsible for winter maintenance for the private condo road. If RPF will

not be carrying out the winter maintenance on private lands, then the existing cul de sac may still be required to allow for plow movements and the Part 26 lands at the intersection of Bird Boulevard and Stonehaven Drive may not be available for sale to the proponent.

2. **Environmental Noise** – It is my understanding that the Region may no longer be responsible for the Planning Act reviews and required mitigation measures associated with Regional transportation noise sources. Further internal discussion will be necessary for staff to determine the City's design requirements for the Regional transportation noise source and any barrier located along the northern property line, adjacent to Dundas Street.

3. **Compensation to City for Previously Completed Subdivision Works** – As part of any future development application, the proponent will be required to reimburse the City for costs associated with grading, servicing and fencing installations for John William Boich Parkette, which were completed by the City at the request of the previous landowner to facilitate development of the subject lands. The compensation owed is $84, 899.39.