



TOWN OF NEWMARKET
 395 Mulock Drive
 P.O. Box 328
 Newmarket, ON L3Y 4X7

Planning & Building Services
 www.newmarket.ca
 info@newmarket.ca
 905.895.5193

Preliminary Meeting Guide

A preliminary meeting is required prior to the acceptance of an application for Official Plan Amendment, Zoning By-Law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan Approval. The preliminary meetings are hosted by the Planning Division and may include representatives from various Town Departments or external agencies as required.

The preliminary meeting allows the applicant and/or their representatives to present and discuss the development proposal with relevant staff and also provides staff the opportunity to clarify the application process, provide preliminary comments on the development proposal, identify key issues and the approvals that will be required and confirm the supporting information/materials that must be submitted with the planning application in accordance with the Town of Newmarket's Official Plan policies in order to be considered a complete application under the *Planning Act*.

Submission Requirements

Prior to meeting with Town Staff, the applicant must submit the following requirements:

Required Documents	Completed
Preliminary Request Form (attached)	
Zoning Matrix in a chart form which lists the applicable Zoning By-law standards and the proposed standards for the site (please see below example)	
PDF copies of an 11"x17" size drawing (or larger) which illustrates the following: (All measurements to be in metric; drawn to scale)	
Location of property and immediate surroundings (including property dimensions)	
Use of adjoining lands	
Location of existing and proposed structures and features, including:	
<ul style="list-style-type: none"> • Pedestrian and vehicular access (including adjacent accesses and intersections) 	
<ul style="list-style-type: none"> • Parking and circulation 	
<ul style="list-style-type: none"> • Location/width/names of all road allowances, rights of way, streets or highways 	
<ul style="list-style-type: none"> • Restrictive covenants or easements affecting the subject land 	
<ul style="list-style-type: none"> • Location of all existing trees and vegetation, watercourses, drainage ditches, slopes and natural features (and location of any of these features on adjacent lands which may affect the applications) 	
<ul style="list-style-type: none"> • Services and utilities (including the location of connections at property line) 	
Other relevant information, as appropriate, to assist staff in understanding the proposal	
Fees	
Preliminary meeting Deposit Fee of \$1,546.50 (payment details below)	
Preliminary meeting fee (\$750.00) to the LSRCA , contact Kelly at k.nesbitt@LSRCA.on.ca to process payment.	

The preliminary meeting deposit of \$1,546.50 will be deducted from application fees for subsequent Planning Application(s) that are filed. To submit the fee a cheque can be mailed to the address below or it can be called into the Customer Service Center at 905-895-5193 and paid with a credit card. The account number is: 68121.7453.

Town of Newmarket
Attention Planning Department,
395 Mulock Drive
P.O. Box 328 Stn Main
Newmarket, Ontario, L3Y 4X7

Timing and Required Information

Complete the preliminary meeting request on the Portal and attach the supporting submission material. An email with payment instructions will be sent to you once this step is completed.

Upon receipt of a completed Preliminary Meeting Application submission and all required/supplementary information, Town staff will schedule a preliminary meeting between the applicant/agent and the relevant Town/agency staff.

Following the preliminary meeting, staff will provide the applicant and/or owner with a signed Record of Preliminary Meeting. The Record will contain a list of information and material that will be required to process the subject applications. The Record of Preliminary Meeting must be submitted with the application along with all of the required information and materials to be considered a "Complete Application". Any comments received from a preliminary meeting are strictly intended for advising on what is required for a complete application.

The Town will undertake a pre-application submission review of the material and provide detailed comments once all of the required drawings and studies have been received. The application will be deemed complete once all substantial comments have been addressed and the fees have been paid. A full evaluation of your proposal will be conducted when a formal application is submitted, at which point staff will render their opinion and provide their recommendations to the appropriate approval authority.

In order to request a preliminary meeting, submit application and track the progress and status, please click the button below:

