



1 Bailey Street
 P.O. Box 129
 Port Carling, ON P0B 1J0
 T: 705-765-3156

Date: _____
 Roll #: _____
 Civic Address: _____
 Official Plan Designation: _____
 Zoning: _____
 Planner: _____

Emily Crowder

Planning Services Pre-Consultation Checklist

Required Application(s):

- | | |
|---|---|
| <input type="checkbox"/> Consent | <input type="checkbox"/> Community Planning Permit |
| <input type="checkbox"/> Minor Variance | <input type="checkbox"/> Plan of Subdivision <i>(District Approval)</i> |
| <input type="checkbox"/> Zoning By-law Amendment | <input type="checkbox"/> Plan of Condominium <i>(District Approval)</i> |
| <input type="checkbox"/> Official Plan Amendment <i>(District Approval)</i> | <input type="checkbox"/> Deeming By-law |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Minor Variance Agreement |
| <input type="checkbox"/> Other: _____ | |

Required Supporting Documentation:

Planning:

- | | |
|--|---|
| <input type="checkbox"/> Archaeological Assessment | <input type="checkbox"/> Parking Agreement for Mainland Parking
<i>(water access and island properties only)</i> |
| <input type="checkbox"/> Boating Impact Assessment | <input type="checkbox"/> Planning Justification Report <i>(Qualified Planner)</i> |
| <input type="checkbox"/> Building Elevations | <input type="checkbox"/> Revegetation Plan |
| <input type="checkbox"/> Confirmation from Lawyer regarding Legal Opinion | <input type="checkbox"/> Site Plan <i>(to a common metric scale)</i> |
| <input type="checkbox"/> D-4 Study <i>(Waste Disposal Assessment Area)</i> | <input type="checkbox"/> Location of Hydro Lines |
| <input type="checkbox"/> Draft Official Plan Amendment | <input type="checkbox"/> Location On-Site Sewage Disposal
<i>(Septic Tanks, outhouse, porta-potty)</i> |
| <input type="checkbox"/> Economic Spinoffs | <input type="checkbox"/> Location of Existing Rights-of-Ways |
| <input type="checkbox"/> Environmental Impact Study (EIS) | <input type="checkbox"/> Site Evaluation Report |
| <input type="checkbox"/> Addendum to a previous EIS | <input type="checkbox"/> Social Service Impact |
| <input type="checkbox"/> Scoped EIS | <input type="checkbox"/> Survey |
| <input type="checkbox"/> Erosion/Sediment Control Plan & Construction Mitigation | <input type="checkbox"/> Lot Boundary |
| <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Building Location |
| <input type="checkbox"/> Heritage Impact Statement | <input type="checkbox"/> Topographic |
| <input type="checkbox"/> Landscape Plan | <input type="checkbox"/> Flood Elevation Confirmation |
| <input type="checkbox"/> Locational Context Plan | <input type="checkbox"/> Tree Preservation Plan |
| <input type="checkbox"/> Market Feasibility Analysis | <input type="checkbox"/> Vibration Impact Study |
| <input type="checkbox"/> Minimum Distance Separation Calculation | <input type="checkbox"/> Visual Impact Analysis |
| <input type="checkbox"/> Noise Impact Study | <input type="checkbox"/> Water Quality Impact Analysis |
| <input type="checkbox"/> Park and Recreation Impact | <input type="checkbox"/> Wildfire Risk Assessment |
| <input type="checkbox"/> Other: _____ | |

Building:

- | | |
|--|--|
| <input type="checkbox"/> Site-Specific Soils Investigation | <input type="checkbox"/> Licensed Septic Installer Letter of Opinion |
| <input type="checkbox"/> Septic Information or Design | |
| <input type="checkbox"/> Survey <i>(By-law 2025-137, Section 4.2.1.9, "Where applications to redevelop Legal Non-Complying buildings and structures are submitted they shall be accompanied by documentation prepared by an Ontario Land Surveyor in the form of a survey and Surveyor's Real Property Report evidencing the complete extent of the Legal Non-Complying buildings and structures")</i> | |
| <input type="checkbox"/> Other: _____ | |

Engineering:

- | | |
|--|---|
| <input type="checkbox"/> Road/Traffic Impact Study | <input type="checkbox"/> Photometric Plan <i>(Lighting)</i> |
| <input type="checkbox"/> Functional Servicing Report | <input type="checkbox"/> Floodplain Engineering |
| <input type="checkbox"/> Stormwater Management Plan | <input type="checkbox"/> Geotechnical/Hydrogeological Study |
| <input type="checkbox"/> Stormwater Management Brief | <input type="checkbox"/> Record of Site Condition |
| <input type="checkbox"/> Lot Grading Plan | <input type="checkbox"/> Public Utilities Plan |
| <input type="checkbox"/> Entrance Design | <input type="checkbox"/> Securities |

Other:

Features to be studied/included in an EIS:

- | | |
|--|--|
| <input type="checkbox"/> Wetland | <input type="checkbox"/> Steep Slopes |
| <input type="checkbox"/> Provincially Significant Wetland | <input type="checkbox"/> Water Quality |
| <input type="checkbox"/> Significant Wildlife Habitat (<i>Deer Wintering Areas, other</i>) | <input type="checkbox"/> Natural Vegetation |
| <input type="checkbox"/> Fish Habitat Assessment | <input type="checkbox"/> Re-naturalization/Planting Plan |
| <input type="checkbox"/> Species at Risk | <input type="checkbox"/> Streams/Watercourses |
| <input type="checkbox"/> Muskoka Heritage Area | |
| <input type="checkbox"/> Other: | |
-

Other Requirements with Fees: (*For more details on fees, please view the [Township's Fees & Charges By-law](#)*)

- | | |
|--|--|
| <input type="checkbox"/> Minor Variance Agreement | <input type="checkbox"/> Cash-in-lieu of Parking Agreement |
| <input type="checkbox"/> Subdivision Agreement | <input type="checkbox"/> Condominium Agreement |
| <input type="checkbox"/> Cash-in-lieu of Parkland Dedication | <input type="checkbox"/> Consent Agreement |
| <input type="checkbox"/> As-built Fee (<i>100% of Application Fee</i>) | <input type="checkbox"/> Septic Inspection (<i>applies to consent applications</i>) |
| <input type="checkbox"/> Site Plan Agreement | <input type="checkbox"/> Stormwater Management Review |
| <input type="checkbox"/> Grading Plan Review | <input type="checkbox"/> Entrance Availability Confirmation (<i>applies to consent applications</i>) |
| <input type="checkbox"/> Consent Certificates | |
| <input type="checkbox"/> Other (Encroachment, Lease, etc.): | |
-

Additional Consultations:

- Additional Consultation with Planning Services is required.
- Consultation with the following Township Division(s) is required:

-
- District of Muskoka – (705) 645-2100
- Ministry of Natural Resources and Forestry – (705) 746-4201, NHI.ParrySound@ontario.ca
- Ministry of Transportation – (705) 789-2392
- Other (CN Rail, Pipeline, Hydro One, etc.): -
-

Notes:

The comments and feedback provided as part of this pre-consultation are scoped in nature to reflect the situation at hand. These comments in no way evaluate all conditions on the subject lands. All development on the lands must comply with all relevant municipal by-laws and provincial statutes and regulations. The display of development on the provided plans and the comment/lack of comment by the Township on the displayed plans shall not be deemed to be acceptance or approval of such construction in the absence of zoning compliance or the issuance of any necessary approvals.

- Prior to the submission of a Planning Application, consultation with your neighbours is strongly encouraged.
- The land within 50 feet of a shoreline is required to remain in a natural state per the Township Site Alteration By-law [#2022-108](#) and Tree Preservation By-law [#2022-107](#).
- All outdoor lighting shall be dark-sky friendly and compliant with the Township Dark Sky By-law [#2014-029](#).
- Most buildings and structures will require a Building Permit. Please contact the Township's Development Services Division [here](#).
- Most properties will require an Entrance Permit. Please click [here](#) to contact the Operational Services Department for further information if the lot gains access from a Township road. Please click [here](#) to contact the Engineering and Public Works Department at the District of Muskoka if the lot gains access from a District road.
- To learn more about improving your lake, river, or tributary's water quality and climate change resilience by reducing run-off and attracting wildlife, visit The Natural Edge – naturaledge.watersheds.ca.
- Learn about proactive steps you can take toward improving lake health by creating and maintaining healthy shorelines through the Shoreline Evaluation Program - Love Your Lake - <https://loveyourlake.ca> & [Muskoka Watershed Council](#).
- The Natural Edge and Love Your Lake provide programs and references towards re-naturalization/re-vegetation of waterfront properties.

Pre-Consultation Comments