

# Puslinch Pre-Consultation Guide

## Planning & Development



TOWNSHIP OF  
**PUSLINCH**  
EST. 1850



# Contact Us

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 [@TwpPuslinchON](https://twitter.com/TwpPuslinchON)

 [@PuslinchFRS](https://twitter.com/PuslinchFRS)

 [@townshipofpuslinch](https://www.instagram.com/townshipofpuslinch)

## Regular Office Hours

Monday-Friday  
9:00 a.m. to 4:30 p.m.

Saturday and Sunday  
Closed

## Summer Office Hours

(July 2nd-August 31st)

Monday-Friday  
8:30 a.m. to 4:00 p.m.

Saturday and Sunday  
Closed

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**Building inquires:**  
[building@puslinch.ca](mailto:building@puslinch.ca)

**By-law inquires:**  
[bylaw@puslinch.ca](mailto:bylaw@puslinch.ca)

**Planning and Zoning:**  
[planning@puslinch.ca](mailto:planning@puslinch.ca)

**Property Tax inquires:**  
[taxes@puslinch.ca](mailto:taxes@puslinch.ca)

# **Planning Applications - Where to Apply?**



Depending on the type of Planning Application you may be required to work with either the County of Wellington, Township of Puslinch or both.

## **County of Wellington**

The County of Wellington is the application authority for the following planning and development applications:

- County of Wellington Official Plan Amendments
- Subdivisions (Township Council is the final approval authority)
- Condominiums (Township Council is the final approval authority)
- Consent to Sever
- Entrance Permits on County Roads

For more information about these development applications please visit the County of Wellington website [Wellington.ca](http://Wellington.ca).

## **Township of Puslinch**

The Township of Puslinch is the application authority for the following planning and development applications:

- Pre-Consultation
- Minor Variances
- Site Plan Control
- Zoning By-law Amendments
- Entrance Permits on Township Roads

Details regarding which planning applications the Township is the authority for can be found in the following pages and at [Puslinch.ca/Planning](http://Puslinch.ca/Planning). All Township planning applications are accepted online through Cloudpermit at [ca.cloudpermit.com/gov/login](http://ca.cloudpermit.com/gov/login).



# Planning and Development Pre-Consultation

## What is Pre-Consultation?

Pre-consultation is a process where planning and development applicants consult with Township staff, external consultants and applicable agencies before submitting a formal planning application. This process will provide applicants with an opportunity to identify application requirements and ask any questions regarding the process or study requirements in advance of submitting their formal application.

By participating in pre-consultation, applicants can streamline their applications, refine their proposals, and avoid potential delays at various application stages. This early interaction can help minimize the need for resubmissions and provide applicants with the opportunity to save time and reduce costs. Pre-consultation fosters good relationships with Township stakeholders and the community.

The Township is pleased to offer two pre-consultation opportunities for applicants: **Preliminary Planning Consultation** and **Comprehensive Development Consultation**.

### Preliminary Planning Consultation

1

Preliminary Planning Consultations will offer a high level review of a planning proposal from a planning policy perspective. Staff will complete a desk top review of the submitted materials and provide planning policy comments. Should an applicant choose to move forward to the Comprehensive Development Consultation the Preliminary Planning Consultation Application fee will be credited toward a subsequent Comprehensive Development Consultation.

### Comprehensive Development Consultation

Comprehensive Development Consultations will provide applicants with an opportunity to have their planning proposal reviewed by Township staff, consultants and applicable agencies to identify application requirements. Should an applicant choose to move forward and submit a formal Planning Act Application the Comprehensive Development Consultation fee will be credited to subsequent application.

2



# Pre-Consultation Meetings

## Frequently Asked Questions:

### What applications are recommended to go through Pre-consultation?

The following applications are recommended to go through the Township's Pre-consultation process:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision
- Draft Plan of Vacant Land Condominium
- Site Plan Approval

### Why should I hire a planner or project manager?

Submission and consideration of *Planning Act* Applications is a complex process and will require the coordination of multiple studies, reports, or assessments. A dedicated Project Manager or Professional Land Use Planner is recommended to facilitate, oversee and coordinate the process. This is to ensure the Township's comments are being adequately addressed by the sub-consultants preparing the individual reports, studies, or assessments.

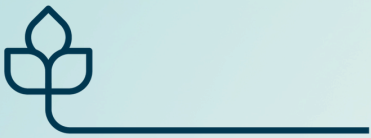
In the end, an effective Project Manager or Professional Planner may save you time, money and resources to efficiently and effectively navigate your development concept through the complex planning approvals process.

### Where do I apply for Pre-consultation with the Township?

**We've gone digital!** Submit your Pre-consultation request and required submission materials through [Cloudpermit](#). Comprehensive Development Consultation meetings will be held on the 3rd Thursday of each month. For submissions deadlines view the [Pre-Consultation Schedule](#) at [Puslinch.ca/Development](#). Submissions received after the deadline will be moved to the following month.

### How much is the Pre-consultation Application Fee?

Application fees are listed in the User Fees and Charges By-law at [Puslinch.ca/By-laws](#). Fees are updated annually on January 1st of each year.



# Minor Variances

## What is a Minor Variance?

A Minor Variance Application allows the property owner to obtain relief from the Township's Zoning By-law to permit a building or structure which does not comply with the provisions of the Zoning By-law and meets the four tests for a Minor Variance in accordance with the *Planning Act*.

### Examples:

- Building height exceeds maximum height requirement
- Proposed house addition does not meet the side yard setback requirements

**Note:** Minor in nature does not always refer to the percentage of variance by which a proposal differs from the Zoning By-law. Case law says that a variance is considered minor in nature when it does not have an adverse impact to the surrounding area.

## Types of Minor Variance Applications

There are two types of minor variance applications.

### Minor Variance Type 1

- Lot line setbacks for single family dwellings and accessory structures
- Height variances for single family dwellings and accessory structures
- Maximum size of accessory structures
- Maximum size of accessory unit variances

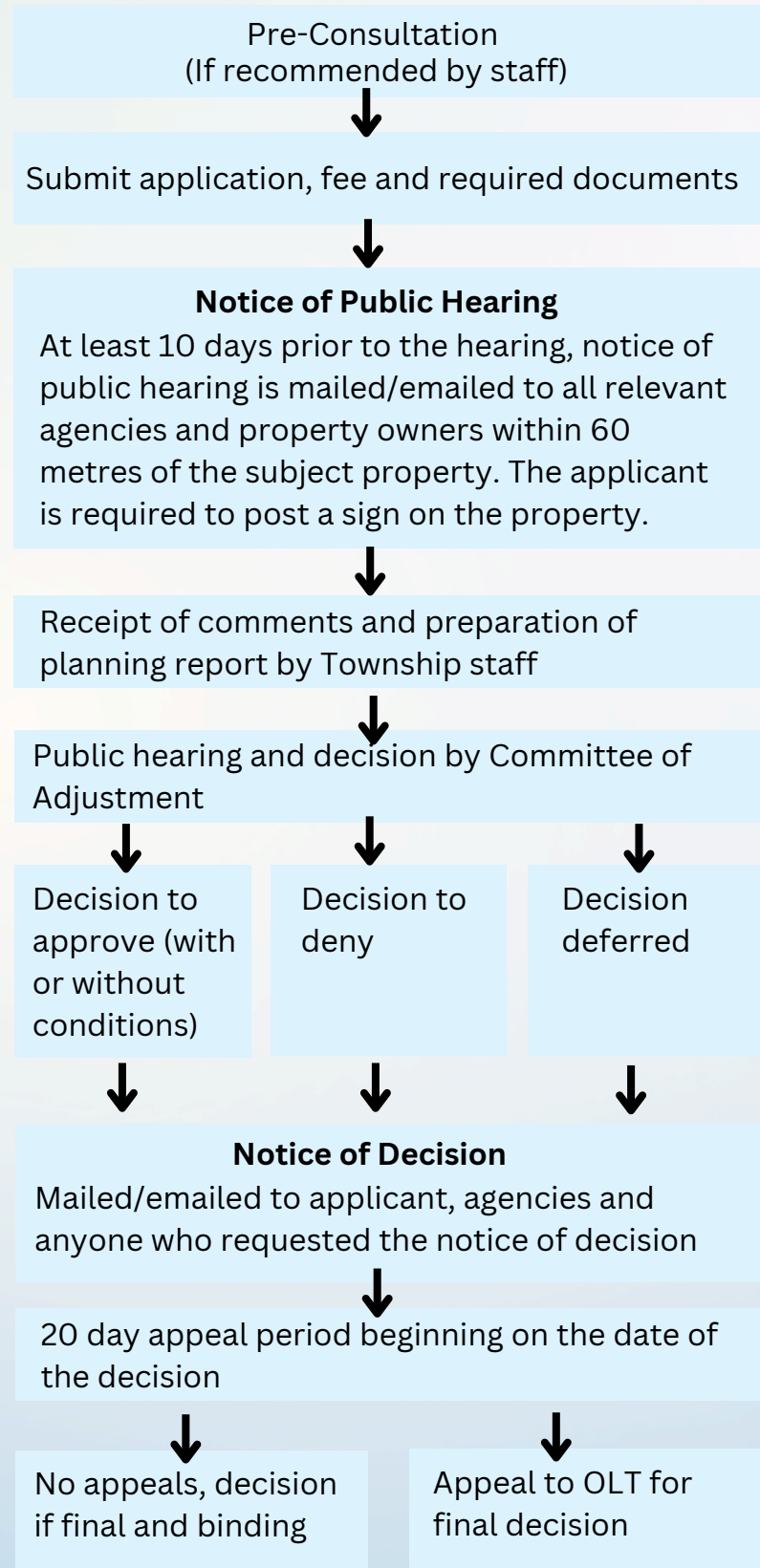
### Minor Variance Type 2

- All other variances not listed under Type 1

## Minor Variance Application and Fee

All minor variance applications are submitted online through [CloudPermit](https://cloudpermit.com) accessed through the Township's website at [Puslinch.ca/Development](https://puslinch.ca/Development). The application fees are listed in the User Fees and Charges By-law at [Puslinch.ca/By-laws](https://puslinch.ca/By-laws).

## Minor Variance Process





# Site Plan Control

## What is Site Plan Control?

Site Plan Approval is a technical review and approval process used by municipalities to ensure new development on a property is functional, efficient, designed, and compatible with adjacent lands.

It ensures site features including but now limited to - buildings, vehicular and pedestrian access, parking, landscaping and open spaces, servicing, grading, utilities, garbage facilities, utilities, lighting - are located and maintained in accordance with current regulations and standards. Where Site Plan Approval is required, it must be obtained prior to the issuance of a Building Permit.

Site plan control is regulated by the Township's Site Plan Control By-law available at [Puslinch.ca/By-laws](http://Puslinch.ca/By-laws).

## Site Plan Application and Agreement

A Site Plan Control Application may include:

- Site works associated with the change of use of an existing building;
- Parking lot modifications, outdoor patios, landscape work and placement of accessory building and structures;
- Minor revisions or building additions to existing commercial/industrial developments;
- Requirement of technical studies (e.g. storm water management, geotechnical, hydrological, environmental impact assessment); and/or,
- New development or major additions/alterations to an existing development or site design.

All site plan approval applications are submitted online through [CloudPermit](http://CloudPermit) accessed through the Township's website at [Puslinch.ca/Development](http://Puslinch.ca/Development). The application fees are listed in the User Fees and Charges By-law at [Puslinch.ca/By-laws](http://Puslinch.ca/By-laws).

## Site Plan Control Process





# Zoning By-law Amendments



## Zoning By-law Amendment Process

Pre-Consultation (Recommended)



Submit application, fee and required documents



Review of documents for Completeness (First submission review)



Report to Council to Deem Application Complete/Incomplete



2nd submission review, if required \*Third and subsequent submissions are subject to third party cost recovery



### Notice of Complete Application/Public Meeting

Notice of Public meeting is circulated at least 20 days prior to the public meeting in accordance with the legislation.



Public meeting



Decision by Council



Decision to approve



Decision to deny



Decision deferred



### Notice of Decision

Emailed/Mailed to applicant, agencies and anyone who has requested the notice of decision. The 20 day appeal period begins on the date of notice of decision is issued



No appeals, decision if final and binding



Appeal to OLT for final decision

## What is a Zoning By-law Amendment?

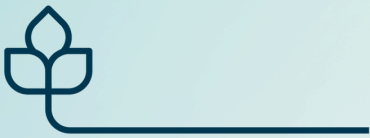
A Zoning By-law Amendment Application is typically required to make significant changes to zoning regulations or permitted uses, changes to the zoning category, or removal of holding provisions, within the Township's Zoning By-law. It is a by-law passed by the Township and is a public process.

The decision to deem an application complete or incomplete, approve or deny a Zoning By-law Amendment is made by Township Council. Section 34 of the Planning Act sets out the process and requirements for Zoning By-law amendment applications.

## Zoning By-law Amendment Application and Fee

All Zoning By-law Amendment Applications are submitted online through [CloudPermit](https://cloudpermit.com) accessed through the Township's website at [Puslinch.ca/Development](https://puslinch.ca/Development). The application fees are listed in the User Fees and Charges By-law at [Puslinch.ca/By-laws](https://puslinch.ca/By-laws).





# Entrance Permits

## What is an Entrance Permit?

Entrance Permits are required to install or change an entrance onto a private property off of a public road. The purpose is to ensure safe access to and from the property, and to maintain existing drainage.

If the property is located on a County-owned roadway, a County Entrance Permit and approval is required.

If the property is located on a Township-owned roadway contact staff to confirm which municipality is required to grant approval for the entrance permit.

## When is an Entrance Permit required?

- Construction of an unpaved entrance
- Construction of curbs, gutters or other permanent works related to an entrance
- Construction of a paved entrance
- Paving an existing entrance
- Add curbs, gutters or other permanent works to an existing entrance
- Change the design of an existing entrance
- Change the location of an existing entrance
- Use an existing entrance for other than its original, present, or normal use (change of classification from residential to commercial, etc.)

## Entrance Permit Application and Fee

All Entrance Permit Applications are submitted online through [CloudPermit](#) accessed through the Township's website at [Puslinch.ca/Development](http://Puslinch.ca/Development). The application fees are listed in the User Fees and Charges By-law at [Puslinch.ca/By-laws](http://Puslinch.ca/By-laws).

## Consent Application Safe Access Clearance Process

Submit application, fee and drawing



Staff perform site visit to ensure safe access



Staff issue letter confirming safe access can be achieved

## Entrance Permit Process

Submit application and drawing



Stake Driveway Location for staff's initial inspection



Staff will send applicant payment and deposit information



Following receipt of payment, entrance permit will be issued to applicant

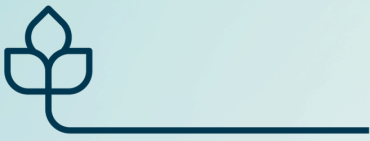


Once the entrance has been built applicant must contact staff for final inspection

*Note: Entrance Permits are valid for one year, a new entrance permit is required if the entrance is not built within one year of issuance*



Following final inspection the deposit is released to applicant



# Building Permits

## What is a Building Permit?

A building permit is generally required for most renovation and construction projects. Building permits are necessary to ensure the *Ontario Building Code*, zoning requirements and other building standards are met.

Building permits are important to ensure that you, or the person you have hired, builds a product that meets the minimum standards as set out in the Ontario Building Code and other applicable legislation.

Whether you do the work yourself or hire a contractor, it is the homeowner's responsibility to ensure a building permit is obtained, the required inspections are requested and any infractions are corrected.

## When is a building permit required?

To determine if your building or renovation project requires a permit contact staff at [building@puslinch.ca](mailto:building@puslinch.ca). A list of some common projects which require a building permit:

### Exterior Projects

- Deck, Porch or Balcony
- Addition and Sunrooms
- Garage or carport
- Shed (>15m<sup>3</sup>)
- Gazebo (> 10m<sup>3</sup>)
- Pergola (> 10m<sup>3</sup>)
- Altering foundation

### Interior Projects

- Finishing Basement
- Structural Alterations
- Additional Residential Unit
- Adding or removing walls
- Adding or moving kitchen
- Adding or moving bathroom
- Changing the use of a building

### Plumbing/Heating

- Installing new septic system
- Repairs to existing septic system
- Installation of irrigation systems
- Installing new plumbing fixtures or relocating existing plumbing fixtures

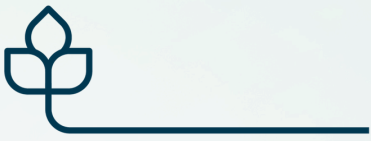
### Demolition

- Demolition of a building or a portion of a building
- Demolition of any structure greater than 10m<sup>3</sup>

## Building Permit Application

All Building Permit Applications are submitted online through [CloudPermit](https://cloudpermit.com) accessed through the Township's website at [Puslinch.ca/Building](https://puslinch.ca/Building).





# Fees



## New Construction Fees

The following is a list of charges that may be required when applying for a building permit:.

### Residential

Township Development Charge  
County of Wellington Development Charge  
Education Development Charge  
Cash In Lieu of Parkland\*\* (Fee may apply)  
Residential Entrance Permit  
Municipal Address Sign & Post  
Building Permit Fees

### Non Residential

Township Development Charge  
County of Wellington Development Charge  
Cash In Lieu of Parkland\*\*  
Commercial/Industrial Entrance Permit  
Municipal Address Sign & Post  
Building Permit Fees

\*\* For more information on Cash In Lieu of Parkland See By-law at [Puslinch.ca/By-laws](https://www.puslinch.ca/By-laws).

## Building Permit Fees

- Fees are in accordance with Schedule 'E' of the User Fees and Charges By-law available at [Puslinch.ca/By-laws](https://www.puslinch.ca/By-laws).
- Fees are based on cost of valuation of the proposed work; such cost or valuation means the total cost of all work regulated by the permit and without restricting the generality of the foregoing is includes the cost of all material, labour, equipment, overhead and professional and related services.
- Permit Fees are required to be paid at time of application.
- The Chief Building Official may place a valuation on the cost of work and the applicant is responsible to pay the prescribed fee(s) before the issuance of the permit.

## Development Charges

- Development charges are fees imposed on developers when they initiate new developments or re-development projects.
- Development charges are used to help fund the infrastructure and services required to support new development and re-development. This is to ensure the costs of upgrading public infrastructure (e.g. roads) is shared by the developers and is not solely on local residents.
- Development charges are imposed under the Development Charges By-Law and are collected from developers at the time an approved building permit is being issued.
- Development charges are adjusted annually on January 1st of each year.
- For more information on Township Development Charges please visit [Puslinch.ca/DevelopmentCharges](https://www.puslinch.ca/DevelopmentCharges).



# Conservation Authorities & Source Water Protection



## Conservation Authorities

The Township of Puslinch falls under the following conservation authority jurisdictions:

- Grand River Conservation Authority ([www.GrandRiver.ca](http://www.GrandRiver.ca))
- Conservation Halton ([ConservationHalton.ca](http://ConservationHalton.ca))
- Hamilton Conservation Authority ([ConservationHamilton.ca](http://ConservationHamilton.ca))

For more information regarding each conservation authority visit their website.

## Planning Application Reviews

Conservation authorities provide comments to municipalities on applications under the *Planning Act* regarding natural hazard matters per O. Reg. 686/21 and the Provincial Policy Statement. This includes reviewing technical reports and plans such as Environmental Impact Studies, and storm water management reports.

## Permits and Building Permits

If property owners plan to undertake development on conservation authority regulated lands, a permit may be required by the conservation authority. Permits must be obtained prior to applying for a building permit application with the Township.

## Wellington Source Water Protection

Planning applications and building permits are reviewed by Wellington Source Water Protection to assess the potential risks they may pose to drinking water in vulnerable areas. This review determines if properties are located within a vulnerable area and whether a proposed activity may trigger a Prohibition or Risk Management Plan.

If a property is located within a vulnerable area the applicant is required to fill out a Source Water Protection Screening Application form. This application will be screened by staff and possibly a Risk Management Official, to assess if the proposed activities pose a risk to drinking water quality or quantity before an applicant can be approved.

For more information regarding Source Water Protection visit [Wellingtonwater.ca](http://Wellingtonwater.ca).



# Community Improvement Plan & Invest Well



## Community Improvement Plan

The Township's Community Improvement Plan (CIP) allows the Township to provide financial incentives to businesses and land owners to help the physical improvements to private property and to assist in local economic development initiatives.

The CIP supports the revitalization, beautification, renewal and economic activity in the Township's urban corridor. Referred to in the plan as "Our Corridor" the CIP includes the Aberfoyle and Morrison areas, as well as the Brock Road mixed-use industrial area. The intention is that the CIP will:

- Stimulate investment in privately owned land and building by providing financial assistance to property owners and tenants
- Focus municipal resources on programs, studies, and other initiatives that will contribute to the overall improvement of Our Corridor.

Property owners may be eligible to apply for grant funding for development projects within this corridor. For more information visit [Puslinch.ca/CIP](http://Puslinch.ca/CIP).

## County of Wellington Invest Well

The County of Wellington's Community Improvement Program, "Invest Well" is intended to encourage rehabilitation initiatives and stimulate development. This CIP allows the County to provide tax assistance, grants or loans to assist in the rehabilitation of lands and buildings within the defined Community Improvement Project Area.

There are two Invest Well Grants available.

### 1. Invest READY Incentives

Invest READY aims to help prepare properties that have a high potential for development/ redevelopment by making them development ready.

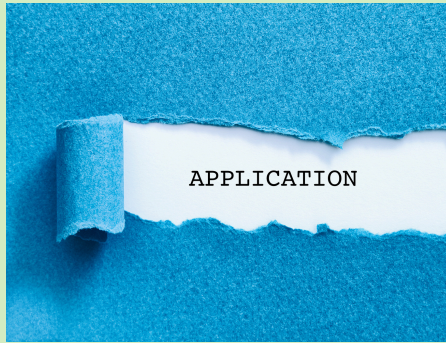
### 2. Invest MORE Grant

The Invest MORE Grant aims to support a broad range of improvements to existing buildings/properties and contribute to the overall beautification and revitalization of built-up areas.

For more information visit the County of Wellington's Website [www.Wellington.ca/CIP](http://www.Wellington.ca/CIP).



# Applications, Contacts and Maps



## Applications and Guides

Township of Puslinch planning and development applications and guides can be found on the Township's Planning and Development page at [Puslinch.ca/Development](http://Puslinch.ca/Development).

The Township's CloudPermit building permit application software and building permit guides can be found on the Township's Building & Renovation page at [Puslinch.ca/Building](http://Puslinch.ca/Building).

County of Wellington planning and development application can be found on the County's Planning and Development page at [www.wellington.ca/en/resident-services/pl-developmentapplications.aspx](http://www.wellington.ca/en/resident-services/pl-developmentapplications.aspx)

## Contacts

### Township of Puslinch

Building Permits	<a href="http://Puslinch.ca/Building">Puslinch.ca/Building</a>	519-763-1226 ext. 1
Development Charges	<a href="http://Puslinch.ca/DevelopmentCharges">Puslinch.ca/DevelopmentCharges</a>	519-763-1226 ext. 3
Planning Applications	<a href="http://Puslinch.ca/Development">Puslinch.ca/Development</a>	519-763-1226 ext. 4
Community Improvement Plan	<a href="http://Puslinch.ca/CIP">Puslinch.ca/CIP</a>	519-763-1226 ext. 3

### Conservation Authorities

Conservation Halton	<a href="http://ConservationHalton.ca">ConservationHalton.ca</a>	905-336-1158
Grand River Conservation Authority	<a href="http://www.GrandRiver.ca">www.GrandRiver.ca</a>	519-621-2761
Hamilton Conservation Authority	<a href="http://ConservationHamilton.ca">ConservationHamilton.ca</a>	905-525-2181

### County of Wellington

Invest Well CIP	<a href="http://Wellington.ca/CIP">Wellington.ca/CIP</a>	519-621-2761
Wellington Source Water Protection	<a href="http://WellingtonWater.ca">WellingtonWater.ca</a>	1-844-383-9800
Planning Applications	<a href="http://www.wellington.ca/planning">www.wellington.ca/planning</a>	519-837-2600 ext. 2140

### Maps

Conservation Halton	<a href="http://Conservationhalton.ca/mapping-and-studies/">Conservationhalton.ca/mapping-and-studies/</a>
Grand River Conservation Authority	<a href="http://Grandriver.ca/en/Planning-Development/Map-Your-Property.aspx">Grandriver.ca/en/Planning-Development/Map-Your-Property.aspx</a>
Hamilton Conservation Authority	<a href="http://ConservationHamilton.ca/regulated-areas-map-tool/">ConservationHamilton.ca/regulated-areas-map-tool/</a>