

What is Pre-Consultation?

Prior to making an application for a Zoning By-law Amendment or Site Plan Approval, a pre-consultation meeting with staff is required. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present and review the proposed application with staff, to discuss potential issues, and determine the required elements and materials to be submitted with the application for it to be considered “complete” by Township staff.

Pre-Consultation Process

The applicant will submit the completed ‘Request for Pre-Consultation Form’ to the Building and Planning Department. Planning staff, at their discretion, will invite other staff members and outside individuals or agencies to the meeting.

The objective of the pre-consultation meeting is to:

- Identify any potential issues upfront and to identify any matters that could affect the approval process.
- To identify development and design considerations.
- To identify required reports / studies and drawings to be submitted with a complete application.
- To identify potential application fees and approximate timelines associated with the application process.

The pre-consultation meeting is attended by the applicant / agent, and Township and agency staff and is intended to be an open dialogue between staff and the applicant / agent. Staff may ask questions of the applicant / agent and will provide verbal comments regarding the proposal.

Following the pre-consultation meeting, Planning staff will follow up with a ‘Record of Pre-consultation’ that summarizes all the comments received from Township and agency staff, as well as provide the requirements to submit a “complete application” to the Township.

The ‘Record of Pre-consultation’ will remain valid for up to 24-months following the date of the pre-consultation meeting at the discretion of the Manager of Building and Planning. If the required subsequent applications are not received by the Township within the 24-month period following the pre-consultation meeting, the Record of Pre-consultation becomes obsolete. The applicant will be required to submit a new ‘Request for Pre-consultation Form’ to the Township.

If an application is significantly modified after the pre-consultation meeting has taken place, the applicant may be required to undergo a new pre-consultation meeting.

Submission Requirements

- Completed Pre-consultation Request Form & fee
- Digital Copy (.pdf) of the Concept Plan(s) – which includes (if applicable):
 - Dimension of property (frontage / area) and delineation of lot lines.
 - Location of all existing and proposed building and structures.
 - Size and height of all buildings / structures.
 - Setbacks from existing and proposed buildings / structures to adjacent lot lines, wells, septic systems and other buildings / structures on the property.
 - Identify any man-made or natural features on the property (i.e. wetlands / hydro poles).
 - Location of proposed and existing parking / loading spaces.
- Digital copy of a Property Survey (if available)
- Proof of ownership or authorization from the property owner (if applicable).