

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. The Township’s Planner will coordinate a pre-consultation meeting within ten (10) business days of receipt of the request form. The Planner, at his / her 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 letter 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.

Submission Requirements

- Completed Pre-consultation Request Form
- Proof of ownership or authorization from the property owner
- Two hard copies (11” x 17”) and digital format (.pdf) of concept plan – 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.
- Survey (if available)



Request for Pre-consultation Zoning By-law Amendments & Site Plan Application

(Sections 34 & 41 of the Planning Act, R.S.O. 1990, c. P.13, as amended)

For Use by Principal Authority	
Property Address:	Date Received:
Roll Number:	Pre-consultation Date:
Designation:	Zone:

Owner Information		
Name of Owner(s):		
Address (Building/Fire Number, Street Name)		
City, Province, Postal Code		
Phone:	Cell:	Fax:
Email:		
Agent Information (if authorized by the owner):		
Name of Agent:		
Address (Building/Fire Number, Street Name)		
City, Province, Postal Code		
Phone:	Cell:	Fax:
Email:		
Agent to Submit Pre-consultation Request (to be completed by owner):		
<p>If the applicant is not the owner of the land(s) that is subject to the application, confirmation by the owner that the agent is authorized to request a pre-consultation meeting on his / her behalf must be completed below:</p>		
<p>I / we _____ the registered owner(s) of <i>(print: name of owner(s))</i></p>		
<p>_____ hereby authorize <i>(municipal address or legal description)</i></p>		
<p>_____ to act as an agent for this Pre-consultation Request. <i>(print: name of agent)</i></p>		
<p>_____</p>	<p>_____</p>	
<i>(Date)</i>	<i>(Signature of Owner)</i>	

Development Proposal:

Please provide a written description of the proposed development and complete the table as applicable. Please note that it is recognized that this is a development proposal and that elements of the proposal are subject to change.

Proposed Structures(s):

Proposed Land Use:	Type of Use		Area
Residential		Number of Dwelling / Units	
	Single Detached		
	Semi Detached		
	Duplex		
	Townhomes		
	Apartments		
	Total		
		Total GFA of Buildings	
Commercial	Gross Floor Area of Buildings		
Industrial	Gross Floor Area of Buildings		
Institutional (specify)	Gross Floor Area of Buildings		
Park / Open Space			
Roads			
Other (specify)			
	Total		

Additional Information:

Please describe any site alteration or grading on the subject lands, including adding earth or other material:

Please outline any existing or previous industrial or commercial use on the subject or adjacent lands:

Please provide any additional information that may be of assistant in reviewing the proposal:

Pre-consultation Request should include the following:

- Completed pre-consultation request form.
- Proof of ownership and completed authorization from the property owner (if applicable).
- Two (2) hard copies of proposed development plan (minimum size 11 x 17)
- Digital Copy (.pdf) of proposed development plan
- Survey (if available)