

## **Pre-Consultation Zoning By-law Amendment & Site Plan Approval Applications**

### **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 staff 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)



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>_____ <i>(Date)</i> _____ <i>(Signature of Owner)</i></p>		

**Property Information:**

**Legal Description of the subject land:**

Lot	Concession	Ward	Registered Plan No.	Lot/Block
Street Address			Reference Plan	Part Number

**Current Land Uses:**

Please describe the current uses on the property.

**Water** is provided to the subject land by:

- Privately-owned / operated individual well
- Privately-owned / operated communal well
- Other (specify): \_\_\_\_\_
- Lake or other water body

**Sewage Disposal** is provided to the subject land by:

- Privately-owned / operated individual septic system
- Privately-owned / operated communal sewage system
- Other (specify): \_\_\_\_\_
- Privy

If known, please indicate if the proposed development on privately owned / operated individual or communal septic system will create more than 10,000 Litres of effluent per day:  Yes  No

**Storm Drainage** is provided to the subject land by:

- Sewers
- Swales
- Ditches
- Other (specify): \_\_\_\_\_

**Development Proposal:**

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

**Additional Information:**

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

## Pre-Consultation Proposal Chart

Please fill out the chart below. Indicate whether measurements are in feet or metres. Should your application include more than one structure, fill out one chart per structure.

Criteria	Existing	Proposed
Lot area		
Lot frontage		
Lot coverage		
High water mark setback to deck (if applicable)		
High water mark setback to building (if applicable)		
Depth of deck from building (if applicable)		
Building height		
Front yard setback (if different than high water mark setback)		
Interior yard setback		
Exterior yard setback		
Rear yard setback		
Lateral width (feet or metres) (if applicable)		
Lateral width % of frontage (if applicable)		
Area of building – footprint		
Area of building – gross floor area		
Area of deck (if applicable)		
Distance between buildings (if applicable)		
Parking spaces		
Is this a permanent residence?		
Other information:		

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)