



PRE-CONSULTATION REQUEST FORM

Thank you for your request to initiate the pre-consultation process with the Community Planning Department. This request form has been provided to you as a first step in the compulsory pre-consultation process, and provides you with the space to outline all the information relating to your development proposal. This form must be completed if you are pursuing development that will require any of the following types of *Planning Act* applications:

- ◆ Official Plan Amendment Applications
- ◆ Zoning By-law Amendment Applications
- ◆ Draft Plan Subdivision/Condominium Applications
- ◆ Site Plan Approval Applications

Based on the information provided in this form, Planning Staff will provide you with a Pre-Consultation Checklist that will outline those items (plans and studies) that are required to initiate a formal application. Any comments produced by the Community Planning Department as a result of the information provided in this form are preliminary and are not to be taken as an opinion of Planning Staff or a decision of any kind. Participating in the pre-consultation process does not authorize the initiation of any construction or preparatory work on site, including the clearing of trees or vegetation or any site alteration. Please refer to the Development Application Guideline for complete information on pre-consultation.

Along with this completed form, all submissions must include [a] two (2) hard copy drawings (at least 11"x17") and [b] a digital (PDF) copy of concept plans. Other supporting drawings such as elevations and floor plans are beneficial. Plans must show in metric the following:

- Dimension of property (frontage/area) and delineation of lot lines
- Location of existing and proposed buildings/structures
- Setbacks from existing and proposed buildings/structures to adjacent lot lines, wells, septic systems, and other buildings/structures on the property
- Location and setbacks from any features on the property including natural features (stream courses, slopes, wetlands, forests), man-made features (utility lines, railways, easements, roads), and agricultural features (barns, silos, manure storage, paddocks)
- Size and height of existing and proposed buildings/structures

FOR OFFICE USE ONLY:

Date Request Form Received: _____

Fee Payment Date: _____

Payment Receipt No.: _____

CONTACT INFORMATION

Date of Request: _____

Name: _____

Address (OPTIONAL): _____

Phone Number: _____ Email Address: _____

PROPERTY & PROPOSAL INFORMATION:

Municipal Address: _____ Roll: _____

Legal Address: _____

Present use of the subject lands: _____

Description of the existing structures on the subject lands: _____

Description of the proposed use: _____

Description of any new structures and construction proposed on the subject lands: _____

Have you had any previous conversations with Township Staff regarding this proposal or a similar proposal on the subject lands? Yes No

Have you had any previous conversations with staff from any outside agency (e.g., NVCA, MTO) regarding this proposal or a similar proposal on the subject lands? Yes No

*If you answered **yes** to either of the above two questions, please submit your correspondence or a summary of your correspondence along with this form.*