



PRE-CONSULTATION APPLICATION

FOR OFFICE USE ONLY:

Date Request Received: _____ Inquiry No.: _____

Thank you for your request to initiate the pre-consultation process with the 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 Application
- Zoning By-law Amendment Application
- Draft Plan Subdivision/Condominium Application
- Site Plan Approval Application

Based on the information provided in this form, Planning Staff will provide you with a Pre-Consultation Response that will outline those items (plans and studies) that are required to initiate a formal application. Any comments produced by the Township or consulting agencies 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.

Along with this completed form, all submissions must include two (2) hard copy drawings (at least 11"x17") and a digital (PDF) copy of concept plans. Other supporting materials (i.e., plans and studies) 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), roads, utilities, and agricultural facilities
- Size and height of existing and proposed buildings/structures

CONTACT INFORMATION

Date of Request: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

PROPERTY & PROPOSAL INFORMATION

Municipal Address: _____

Roll: _____

Legal Address: _____

Purchase Date: _____

1. Are there any easements or restrictive covenants affecting the subject lands

☐ Yes ☐ No

If yes, describe the easement or covenant and its effect:

2. Dimensions of the Subject Property (in metric units):

Frontage		Depth	
Average Width		Area	

3. Describe the uses **existing** on the property:

4. Describe the uses **proposed** on the property:

5. Describe the buildings/structures **existing** on the property:

6. Describe the buildings/structures **proposed** on the property:

7. Describe the Planning Policy applying to the lands:

Current Official Plan Designation:	
Current Zoning:	

8. Describe any anticipated policy changes required to facilitate the proposed development:

9. Describe the existing and proposed access and servicing applying to the lands:

	Existing	Proposed
Site Access/Entrance:		
Drinking water supply:		
Wastewater treatment:		
Stormwater management:		

10. Describe the utilities existing and proposed to service the lands:

	Existing	Proposed
Hydro		
Natural Gas		
Telecommunications		

11. Describe the historic approvals and uses impacting the lands:

Issue	Description
Has the subject land or land within 120 metres of it, ever been the subject of a Zoning By-law Amendment, Minor Variance, Plan of Subdivision or Consent, Official Plan Amendment, Site Plan or Ministers Zoning Order?	☐ Yes ☐ No ☐ Unknown
If yes, specify the file number, the name of the approval authority considering it, the land it affects, its purpose, its status and its effect on the requested amendment.	
Has there ever been an industrial or commercial use, including gas station on the subject land or adjacent lands?	☐ Yes ☐ No ☐ Unknown
If yes, please describe:	
Is there a reason to believe the subject lands have been contaminated by former uses on the site or adjacent lands?	☐ Yes ☐ No ☐ Unknown
If yes, please describe:	
Has there ever been waste disposal on the subject land or adjacent lands?	☐ Yes ☐ No ☐ Unknown
If yes, please describe:	

12. Development Expectations

Please indicate your expectations regarding development timelines:

Planning Approval Date:	
Commencement of Construction Date:	
Construction Completion Date:	

Authorization of Owner

If the Applicant is not the Owner of the land that is the subject of this application, the written authorization of the Owner that the Applicant is authorized to make the application must be included with this form.

Consent of Owner to the Use & Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of The Planning Act for the purposes of processing this application.

Personal information contained in this form, collected and maintained pursuant to *The Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Town photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.

Questions regarding the collection of information should be directed to the Clerk of the Township of Clearview, 705-428-6230, ex 224.

Date:

Signature of Owner: