



What is Pre-Consultation?

Prior to making an application for Planning Approval, a pre-consultation meeting with staff is recommended. 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 Planning Assistant will coordinate a pre-consultation 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, Township staff and the Township’s Planning Consultant 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.

Submission Requirements

- Completed Pre-consultation Request Form
- Concept plan (drawn to scale) – which includes (if applicable):
 - o Dimensions of property (frontage/ area).
 - o Location of all existing and proposed building and structures (including well and septic).
 - o Size and height of all buildings/ structures.
 - o Setbacks from existing and proposed buildings/structures to adjacent lot lines, wells, septic systems, shoreline and other buildings/structures on the property.
 - o Identify any man-made or natural features, and easements on the property (i.e. wetlands/hydro poles).
 - o 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:		
Name of Agent:		
Address (Building/Fire Number, Street Name):		
City, Province, Postal Code:		
Phone:	Cell:	Fax:
Email:		
Agent Authorization (to be completed by Owner(s)):		
<p>If the applicant is not the owner of the land(s) that is subject to the application, confirmation by the owner(s) 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 (print: name of owners(s))</p> <p>_____ hereby authorize</p> <p>_____ to act as an agent for this Pre-consultation Request.</p> <p>_____</p>		
Date	Signature of Owner(s)	



Property Information:

Legal Description of the Subject Land:

Lot:	Concession:	Ward:	Registered Plan No.:	Lot/Block:
Street Address:			Reference Plan:	Part Number:
Lot Area:			Lot Frontage on Public Road (if applicable):	Shoreline Frontage (if applicable):

Current Land Uses:

Please describe the current uses on the property.

Development Proposal:

Please describe the proposed development on the property.

Additional Information:

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

- Please note:**
1. It is recognized that this is a proposal and certain elements may be subject to change. Comments provided as they relate to your proposal will be based on the information provided at pre-consultation. Requirements for submitting an application are subject to change if there are significant revisions to the proposed development. Pre-consultation does not imply or suggest any decision on behalf of Township Staff or the Corporation of the Township of Havelock-Belmont-Methuen to support or refuse the application.
 2. There is no fee for requesting a pre-consultation. However, if you are unable to attend at the assigned time, you are required to give the Township office 24 hours advance notice of cancellation. Failure to provide the required notice will result in a fee of \$125.00 prior to being granted any rescheduled appointment.