



## 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



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> <p>_____</p> <p>Date _____ Signature of Owner(s) _____</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 (e.g. detached year-round dwelling, seasonal cottage, hunt camp, commercial):

**Proposed Land Uses:**

Please describe the proposed uses on the property (e.g. detached year-round dwelling, seasonal cottage, bunkhouse, deck on side of cottage, expansion to commercial building):

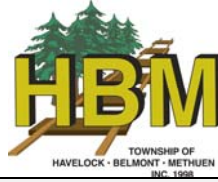
**Additional Information:**

Please provide any additional information that may be of assistance in reviewing the proposal including location hydro lines

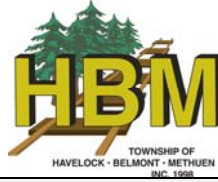
Has consultation with Crowe Valley Conservation Authority commenced? If so, please provide Property Information Form number.



<b>Comparison Chart</b>		
Please fill out chart in its entirety. If a section is not applicable, note NA. Do not leave blank.		
	<b>Existing</b>	<b>Proposed</b>
Lot Area		
Road Frontage		
Shoreline Frontage		
Gross Floor Area of Main Building/Principle Dwelling (Exclusive of Decks)		
Ground Floor Area of Main Building/Principle Dwelling (Exclusive of Decks)		
Height of Main Building/ Principle Dwelling		
Gross Floor Area of Open Attached Decks		
Ground Floor Area of Open Attached Decks		
Lot Coverage (%) of Main Building/Principle Dwelling		
Area of All Accessory Structures		
Lot Coverage (%) of All Accessory Structures		
Height and Ground Floor Area of Accessory Structure 1 (please indicate type of accessory structure e.g. boathouse)		
Height and Ground Floor Area of Accessory Structure 2 (please indicate type of accessory structure e.g. garage)		
Height and Ground Floor Area of Accessory Structure 3 (please indicate type of accessory structure e.g. shed)		



	Existing	Proposed
Setback to High Water Mark from Deck of Main Building/Principle Dwelling		
Setback to High Water Mark from Main Building/Principle Dwelling		
Front Yard Setback to Main Building/Principle Dwelling		
Side Yard Setback to Main Building/Principle Dwelling		
Rear Yard Setback to Main Building/Principle Dwelling		
Setback of Septic System from High Water Mark		
Setback of Septic System from Structure (accessory, main building)		
High Water Mark Setback for Accessory Structure 1		
Front Yard Setback for Accessory Structure 1		
Side Yard Setback for Accessory Structure 1		
Rear Yard Setback for Accessory Structure 1		
High Water Mark Setback for Accessory Structure 2		
Front Yard Setback for Accessory Structure 2		
Side Yard Setback for Accessory Structure 2		
Rear yard Setback for Accessory Structure 2		



	Existing	Proposed
High Water Mark Setback for Accessory Structure 3		
Side Yard Setback for Accessory Structure 3		
Rear Yard Setback for Accessory Structure 3		
Number of Parking Spaces		
Is this property a permanent, year-round residence?		

**Please note:**

1. **A pre-consultation is a mandatory component for both zone and official plan amendment applications. 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.**

**Under no circumstances will a pre-consultation constitute a formal approval/disapproval of an application.**

2. **There is no fee for requesting a pre-consultation, however, if you are unable to keep your scheduled appointment, please notify the planning department as soon as possible.**
3. **The information provided to the municipality may be shared with applicable agencies.**