



## What is Pre-Consultation?

Prior to submitting a Planning Application, the Township requests a pre-consultation meeting with staff. 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 a completed 'Request for Pre-Consultation Form' to the Clerk/Planning Department. Once the Township receives the completed form, staff will be in contact to arrange for the virtual pre-consultation by Telephone/video conference.

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 any other agencies (i.e. ORCA, County staff, etc.) 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:
OP Designation:	Zone:

Owner Information:		
Name of Owner(s):		
Mailing Address:		
City, Province, Postal Code:		
Phone:	Cell:	Fax:
Email:		
Agent Information:		
Name of Agent:		
Mailing Address:		
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            _____ hereby authorize            _____ to act as an agent for this Pre-consultation Request.</p> <p>_____</p>		
Date	Signature of Owner(s)	

<b>Property Information:</b>				
<b>Legal Description of the Subject Land:</b>				
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):
<b>Current Land Uses:</b>				
Please describe the current uses on the property.				

**Development Proposal:**

Please describe the proposed uses/structures on the property:

**Additional Information:**

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

**What is your preference for the Pre-Consulting meeting:**

- Virtual/Visual (via zoom)                       Telephone Conference Call

**Please note:** 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 applying 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 Douro-Dummer to support or refuse the application.