



What is Pre-Consultation?

Prior to submitting a Planning Application, the Township requests a pre-consultation meeting be undertaken with staff and any applicable persons or public bodies. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present and review their proposal, discuss potential issues, and determine the required information and materials to be submitted in order for the Application to be considered "complete" once it has been received by the Township.

Pre-Consultation Process

To begin the process, you must login to [Cloudpermit](#), select "Create Your First Application" and choose Planning Approval, "Create Application". Next choose "Pre-consultation (pre-submission)" and follow the steps as provided in the Cloudpermit workspace. The completed Pre-Consultation Request must be submitted along with the submission requirements outlined below.

Please be advised that **Cloudpermit is not mobile phone friendly**. To ensure ease of access, login using a laptop or desktop computer. Below are links to online resources to help guide you through the application process.

[Cloudpermit Applicant User Guide](#)

[How to Create a Cloudpermit Account](#)

[How to videos for Cloudpermit including how to submit a building permit application](#)

Once the Township receives the submission requirements, Staff will be in contact to arrange a virtual pre-consultation by telephone/video conference.

The objective of the pre-consultation meeting is to:

- Understand the proposal and ask questions.
- Identify any potential issues upfront and to identify any matters that could affect the application process.
- Identify development and design considerations.
- Identify required reports/studies and drawings to be submitted with a complete application.
- Identify 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 public bodies that may have an interest in the proposal (i.e. Conservation Authority, County of Peterborough, First Nations, etc.). It is intended to be an open dialogue between all parties. With permission of all participants, the pre-consultation may be recorded. A meeting summary will be provided.

Submission Requirements

- Fee *See website fee schedule Cash Cheque Debit Credit Card (handling fees apply)
- Completed Pre-consultation Request in Cloudpermit
- Concept plan (drawn to scale) – which includes (if applicable):
 - Dimensions of property (frontage/ area).
 - Location of all existing and proposed building and structures (including well and septic).
 - Size and height of all buildings/ structures.
 - Setbacks from existing and proposed buildings/structures to adjacent lot lines, wells, septic systems, shoreline and other buildings/structures on the property.
 - Identify any man-made or natural features, and easements on the property (i.e. wetlands/hydro poles).
 - Location of proposed and existing parking/loading spaces.
- Survey (if available)
- Completed Authorization Forms

For more information, please e-mail building-planning@dourodummer.on.ca