



## 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, a completed 'Request for Pre-Consultation Form' must be submitted to the Planning Department along with the submission requirements outlined below. 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
  - Cash
  - Cheque
  - Debit
  - Credit Card (handling fees apply)
- Completed Pre-consultation Request Form
- 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)

Send submission requirements to [vi@xib!d`Ubb\]b\[ 4 Xci fcXi a a Yf'cb"VW](mailto:vi@xib!d`Ubb]b[ 4 Xci fcXi a a Yf'cb)

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For Use by Principal Authority	
Property Address:	Date Received:
Roll Number:	Pre-consultation Date:
OP Designation:	Zone:
Fee: <i>*See Website Fee Schedule</i>	Date Received:

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)): <input type="checkbox"/> See Attached		
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:		
I/we _____ the registered owner(s) of _____ hereby authorize _____ to act as an agent for this Pre-consultation Request.		
_____	_____	
Date	Signature of Owner(s)	

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

- Virtual/Visual (via zoom)       Telephone Conference Call

<b>Property Information</b>		
<b>Legal Description of the Subject Land:</b>		
Lot:	Concession:	Ward:
Registered Plan No:	Part Number:	
Reference Plan:	Lot/Block:	
Street Address:		
Lot Area:	Lot Frontage on Public Road	Shoreline Frontage
<b>Current Land Uses:</b>		
Please describe the current uses on the property.		
<b>Proposed Land Uses:</b>		
Please describe the proposed uses on the property.		
<b>Development Proposal:</b>		
Please describe the proposal.		
<b>Additional Information:</b>		
Please provide any additional information that may be of assistance in reviewing the proposal. This should include what planning relief or issue is to be discussed, along with any By-law compliance concerns.		

**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.