



# **REQUEST FOR PRE-CONSULTATION GUIDE & APPLICATION**



## PRE-CONSULTATION GUIDE & APPLICATION

A pre-consultation meeting is required prior to submitting application(s) for an Official Plan Amendment, Zoning By-law Amendment and/or Site Plan Approval to the Township. Pre-consultation is also required prior to submitting application(s) for a Draft Plan of Subdivision and Draft Plan of Condominium, but these are coordinated through Durham Region's Planning & Economic Development Department. A meeting may also be required for Part Lot Control, Land Division, Minor Variances and Second Dwelling Applications.

Pre-consultation meetings for Official Plan Amendment, Zoning By-law Amendment and/or Site Plan Applications are hosted by Township Planning staff and may include Township staff and representatives from various external agencies, as required. The pre-consultation meeting allows the applicant and/or their authorized representatives to present and discuss the development proposal with relevant Staff, and provides staff with the opportunity to clarify the application process. The meeting also allows staff to provide preliminary comments on the development proposal, identify any key issues, comment on the approvals that will be required, and confirm the supporting information/materials that must be submitted with the planning application in accordance with the Township of Scugog's Official Plan policies, to be considered a complete application under the Planning Act.

### Timing and Required Information

Pre-consultation meetings are held the third (3<sup>rd</sup>) Tuesday of every month as availability permits. Requests for Pre-consultation and all required/supplementary information must be received by Township staff at least a week prior to the pre-consultation meeting (ie. the second Monday of the month).

After the pre-consultation meeting, Township Staff will provide the applicant and/or owner with a signed Record of Pre-consultation. **The Record will contain a list of information and materials that will be required to process the subject application(s).** The Record of Pre-consultation may expire within 12 months of the meeting, and should this occur a further meeting may be required subject to the discretion of Development Services.

### **Please note:**

1. The main intent of the Pre-Consultation meeting is to identify the requirements and materials to assist the applicant in their submission of a complete planning application.
2. The comments generated from the Pre-Consultation meeting do not constitute any level of approval nor does it reflect the position of the Township.
3. A completed copy of the Pre-Consultation and Complete Application Submission Requirements checklist will not be provided until after the Pre-Consultation meeting (a minimum 10 business days).
4. Additional information may be required throughout the processing of the application in order to address specific issues and to better enable the Township to make informed decisions.

For any additional questions or concerns, please contact Development Services: 905-985-7346.



## REQUEST FOR PRE-CONSULTATION

**OFFICE USE ONLY – DATE RECEIVED:**

### OWNER INFORMATION

Registered Property Owner (Full Name):

Street Address:

City:

Province:

Postal Code:

Telephone:

Email:

### APPLICANT INFORMATION (required if Applicant is NOT the Owner)

Applicant Name/Company:

Applicant is:  Agent  Solicitor  Planning Consultant  Architect  Contractor  Other

Street Address:

City:

Province:

Postal Code:

Telephone:

Email:

### PROPERTY INFORMATION

Municipal/Street Address:

Lot/Concession:

Registered Plan:

Assessment Roll No.:

Lot Area (hectares):

Lot Frontage (metres):

Current zoning:

Current OP designation:

Heritage Designated or Listed?  Yes  No

Water Supply:  Private  Municipal

Sewage Disposal:  Private  Municipal

Are there any encumbrances on the property? (eg. easements)  Yes  No

If yes, list encumbrances:

**PROPOSED DEVELOPMENT DESCRIPTION**

<p>Pre-Consultation Request for (please check all that apply):</p> <p><input type="checkbox"/> Official Plan Amendment</p> <p><input type="checkbox"/> Zoning By-law Amendment</p> <p><input type="checkbox"/> Site Plan Application</p> <p><input type="checkbox"/> ORM Site Plan Application</p> <p><input type="checkbox"/> Other (specify):</p> <p>_____</p>	<p>Describe the proposed development (include number of proposed units, types of uses, size of proposed buildings/additions, etc.).</p>
<p>Proposed Zoning:</p>	<p>Proposed OP Designation:</p>

**APPLICANT SIGNATURE**

By submitting this form, I agree to allow the Township of Scugog, its employees and agents to enter the subject property for the purpose of conducting visual surveys that may be necessary to process this request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or re-grade the site during the processing of this request.

<p>_____ Owner/Authorized Agent (please print)</p>	<p>_____ Owner/ Authorized Agent (signature)</p>	<p>_____ Date</p>
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**SUBMISSION REQUIREMENTS**

The following documents and materials are required to be submitted with a Request for Pre-Consultation:

- Completed Request for Pre-Consultation form
- Owner Authorization Form (if applicant is acting on behalf of property owner)
- One (1) electronic copy of a Conceptual Site Plan outlining existing and/or proposed structures and features (ie. parking areas, natural features)
- One (1) electronic copy of a legal survey or sketch prepared by an Ontario Land Surveyor or other professional that clearly identifies the following in **metric** units:
  - Parcel or portion of land subject to the application, including any easements
  - Building dimensions, setbacks and lot coverage of all existing structures
  - Location of private well and sewage disposal system (if applicable)