



Request for Pre-Consultation Guide & Application



Pre-Consultation Guide & Application

Pre-consultation is highly encouraged prior to submitting application(s) for a Draft Plan of Subdivision, Draft Plan of Condominium, Official Plan Amendment, Zoning By-law Amendment and/or Site Plan Approval to the Township.

Pre-consultation allows the applicant and/or their authorized representatives to present and outline the development proposal with relevant staff and agencies and provides staff with the opportunity to clarify the application process. Pre-consultation also allows staff and agencies 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(s) in accordance with Township, Regional, and Provincial policies, to be considered a complete application under the *Planning Act*.

Timing and Required Information

The Township circulates pre-consultation requests to Township staff and external agencies for review and comment on a monthly basis, and pre-consultation meetings are recommended for more complex applications. Requests for Pre-consultation and all required/supplementary information must be received by Township staff a minimum of three (3) weeks prior to the pre-consultation meeting date in order to be included in the next circulation, pending availability.

Pre-consultation meetings are hosted by Township Planning staff and may include other Township staff and representatives from various external agencies, as required. Pre-consultation meetings are typically held the first (1st) Tuesday of every month as availability permits.

After the pre-consultation meeting, Township Staff will provide the applicant and/or owner with a Pre-consultation Record. **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, re-circulation or a further meeting may be required subject to the discretion of the Development Services Department.

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 process do not constitute any level of approval nor does it reflect the position of the Township.
3. Pre-consultation requests are circulated on a monthly basis. The pre-consultation process can take at least 1 month depending on when a request is received.
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 Township Planning: 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Water Supply: <input type="checkbox"/> Private <input type="checkbox"/> Municipal		
Sewage Disposal: <input type="checkbox"/> Private <input type="checkbox"/> Municipal		
Are there any encumbrances on the property? (e.g. easements) <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, list encumbrances:		
Proposed Development Description		
Pre-Consultation Request for (please check all that apply): <input type="checkbox"/> Draft Plan of Subdivision <input type="checkbox"/> Draft Plan of Condominium <input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Zoning By-law Amendment <input type="checkbox"/> Site Plan Application <input type="checkbox"/> ORM Site Plan Application <input type="checkbox"/> Other (specify): _____	Describe the proposed development (include number of proposed units, types of uses, size of proposed buildings/additions, etc.).	
Proposed Zoning:	Proposed OP Designation:	
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.		
_____ Owner/Authorized Agent (please print)	_____ Owner/ Authorized Agent (signature)	_____ Date

Submission Requirements

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

- ☐ Completed Request for Pre-Consultation Form
- ☐ Pre-Consultation Fee to the Township: \$1040* (2025 rate)
*Pre-Consultations related to one single detached dwelling or agricultural use: \$625.
- ☐ 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 buildings, structures and features (i.e. parking areas, driveway location, natural features, building location, dimensions, size)
- ☐ 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)
- ☐ If within LSRCA watershed: \$750 pre-consultation fee paid (2025 rate)