

## DEVELOPMENT APPLICATION PRE-CONSULTATION REQUEST FORM

*Pre-consultation pursuant to Planning Act ss. 22(3.1), 34(10.0.1), 41(3.1), and 51(16.1).*

### Pre-Consultation Meeting Submission Requirements

---

- The following items are required as part of a 'Pre-Consultation Meeting Request' submission.
- Please forward your 'Pre-Consultation Meeting Request' submission with the required materials to the County of Elgin Planning Department at [planning@elgin.ca](mailto:planning@elgin.ca).
- 1. Completed 'Pre-Consultation Meeting Request' Form**
- 2. Proof of Ownership or Authorization from the Property Owner**
- 3. Proposal Summary / Justification Letter (see *Appendix A*)**
- 4. Drawing: Proposed Site Plan (see *Appendix A*)**

### Submission Format

---

- One Digital Copy (USB, Email, Digital File Transfer etc.)
- File Naming Convention (Property Address, Applicant Name & Type of Drawing or Report)

### Property Information

---

<b>Municipal Address:</b>	
<b>Town/ Township:</b>	
<b>Legal Description (Lot, Block, Concession, Plan #):</b>	
<b>Roll Number(s)</b>	2920 -
<b>Current Official Plan Designation:</b>	
<b>Current Zoning Classification:</b>	

**Registered Owner(s) – Contact Information**

<b>Name of Owner(s):</b>			
<b>Company Name:</b>			
<b>Mailing Address:</b>			
<b>Email Address:</b>		<b>Phone #:</b>	

**Applicant(s) – Contact Information**

<b>Name of Applicant(s):</b>			
<b>Company Name:</b>			
<b>Mailing Address:</b>			
<b>Email Address:</b>		<b>Phone #:</b>	

**Agent(s) – Contact Information**

<b>Name of Agent(s):</b>			
<b>Company Name:</b>			
<b>Mailing Address:</b>			
<b>Email Address:</b>		<b>Phone #:</b>	

**Owner’s Authorization:**

I, \_\_\_\_\_, am the registered owner of the land that is the subject of this planning document hereby authorize Applicant(s) / Agent(s) \_\_\_\_\_ to prepare and submit this application for consideration / review.

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix A**  
**Required Information – Check List:**

---

The following items are required to be provided / considered as part of the “complete” ‘Pre-Consultation Meeting Request’ submission.

- Proposal Summary Letter** – Outlining the following details, as applicable:
  - Existing Conditions: Brief / general explanation & history of existing / surrounding land uses, buildings, access, parking, services (water, sanitary, storm, hydro, gas, etc.)
  - Proposed Use(s): Detailed explanation of proposed use(s) / business, outdoor storage, number of employees etc.
  - Proposed Services: Brief / general explanation of proposed services (water, sanitary, storm, hydro, gas etc.)
  - Traffic Impact: Brief / general explanation of estimated vehicular / pedestrian traffic generated by the proposed development
  - Proposed Site Works: Brief / general explanation of works proposed on site including importing/exporting fill, on site grading, work proposed within the municipal right-of-way, entrance improvements etc.
  - Additional Information: *(If Applicable)* Conservation Authority, OMAFRA MDS, contamination, archeological resources, source water protection, noise, vibration, odour, dust, licences, regulations, etc.
  
- Drawing: Proposed Site Plan** – Include the following details, as applicable:
  - Property Dimensions Identify lot lines, frontage, area, legal description, surrounding land uses.
  - Existing / Proposed Buildings & Structures Identify location, dimensions, setbacks, height and area of all existing and proposed building & structures.
  - Services (Water, Sanitary, Storm, Hydro, Gas) Identify the location of all existing services (water, sanitary, storm connection, well, sanitary, storm water management area, Hydro, Gas etc.).
  - Parking / Loading Identify and dimension existing and proposed parking (standard and accessible) and locating area as required.
  - Trees/ Landscaping Identify existing and proposed woodlots (trees) and landscaping areas
  - Fire Route Identify the fire route access into the site.
  - Surface Materials Identify the type and limits of existing and proposed surface materials on site (grass, gravel, asphalt, concrete etc.)
  - Additional Information: *(If Applicable)* Existing / proposed access or service easements, Conservation Authority Regulation Limits etc.

## **Appendix B**

### **Pre-Consultation Meeting Guide**

---

#### **Request for Pre-Consultation**

---

The 'Pre-Consultation Meeting Request' Form is required to be completed by the Owner(s), Applicants(s) and/or Authorized Agent(s) for the subject property. All information on this form, together with all supporting documentation is required as per the current County of Elgin Official Plan. The request for Pre-Consultation must be considered "complete" by the County of Elgin prior to scheduling a meeting date. Information provided as part of a 'Pre-Consultation Meeting Request' is private and confidential unless a formal request for release of the information is received through the Municipal Freedom of Information and Protection of Privacy Act.

#### **What is a Pre-Consultation Meeting?**

---

Prior to making a development application under the Planning Act, a Pre-Consultation meeting is required. The Pre-Consultation meeting provides the Owner(s), Applicants(s) and/or Authorized Agent(s) with an opportunity to present and review the proposed development application with various County of Elgin Departments and related commenting Agencies. The Pre-Consultation meeting will assist in identifying and discussing potential concerns, determining process, timelines, associated fees and the required information / materials required to be submitted with the formal application as part of a "complete" submission.

#### **Meeting Dates / Timing**

---

Pre-Consultation submissions are circulated and reviewed by County of Elgin Departments and commenting agencies as deemed appropriate and based on the nature of the application. Meetings typically occur twice during each month to review a range of development application proposals. The Owner(s), Applicants(s) and/or Authorized Agent(s) will be notified of the meeting date and specifics once a request is deemed to be "complete".

#### **Comments / Meeting Minutes**

---

Comments received as part of the internal / external circulation will be compiled by the County of Elgin and provided to the Owner(s), Applicants(s) and/or Authorized Agent(s) prior to the scheduled Pre-Consultation meeting. The Comments Package will guide the discussion during the meeting and form the record of the minutes. A copy of the final Meeting Minutes containing the formal submission requirements and next steps will be provided two weeks following the meeting date. Pre-Consultation Meeting Minutes and submission requirements determined are considered to be valid for up to one year.

#### **Scope of Review**

---

The 'Pre-Consultation Meeting Request' will be identified as 'standard' or 'scoped' by the County of Elgin. 'Standard' Pre-Consultation Meetings will require a full technical circulation to all applicable internal/ external commenting agencies identifying a range of technical studies, reports and plans to be prepared and submitted as part of the formal submission. 'Scoped' Pre-Consultation Meetings are intended for development proposals which are anticipated to be minor in type, size and scale, requiring focused technical circulation and limited submission requirements.