

PLEASE READ THROUGH THE LIST OF
REQUIREMENTS CAREFULLY.

What is Pre-Consultation?

Prior to making an application for Planning Approval, a pre-consultation meeting with staff is required. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present and review the proposed application with staff, to discuss potential issues, and determine the required elements and materials to be submitted with the application for it to be considered “complete” by Municipal staff.

Pre-Consultation Process

The applicant will submit the completed ‘Request for Pre-Consultation Form’ to the Building and Planning Department. The Planning Technician will coordinate a pre-consultation meeting within 10 business days of receipt of the request form. The Planning Technician, at his/her discretion will invite other staff members and outside individuals or agencies to the meeting.

The objective of the pre-consultation meeting is to:

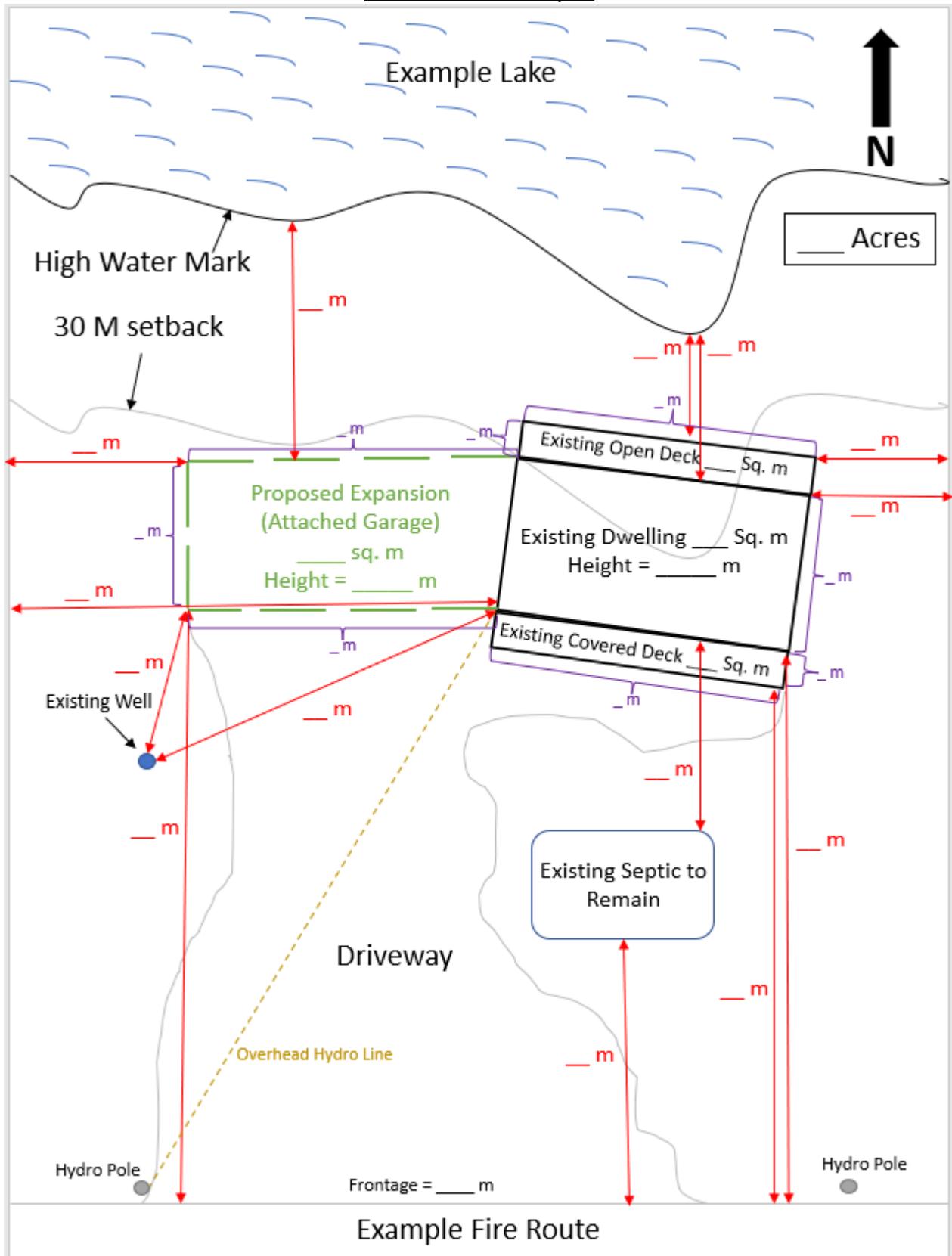
- Identify any potential issues upfront and to identify any matters that could affect the approval process.
- To identify development and design considerations.
- To identify required reports / studies and drawings to be submitted with a complete application.
- To identify potential application fees and approximate timelines associated with the application process.

The pre-consultation meeting is attended by the applicant / agent and Municipal and agency staff and is intended to be an open dialogue between staff and the applicant / agent. Staff may ask questions of the applicant / agent and will provide verbal comments regarding the proposal. Following the pre-consultation meeting, Planning staff will follow up with a letter that summarizes all the comments received from Municipal and agency staff, as well as provide the Municipal requirements to submit a “complete application” to the Municipality.

Submission Requirements

- Completed Pre-consultation Request Form
- Proof of ownership or authorization from the property owner
- A Site Plan – which includes (if applicable):
 - North Arrow
 - Dimension of property (frontage / area) and delineation of lot lines.
 - The High Water Mark
 - The 30 metre water yard setback.
 - Location of all existing and proposed building and structures.
 - Size and height of all buildings / structures.
 - Setbacks from existing and proposed buildings / structures to adjacent lot lines, wells, septic systems and other buildings / structures on the property.
 - Identify any man-made or natural features on the property (i.e. wetlands / hydro poles).
 - Location of proposed and existing parking / loading spaces.
- Survey (if available)

Site Plan Example



All setbacks are measured from the shortest distance



Request for Pre-consultation Planning Applications

1. Owner/Agent Information

For use by Office Staff	
File #:	Date Received:
Roll #:	Meeting Date:
Designation:	Zone:

Owner Information		
Name of Owner(s):		
Address (Building/Fire Number, Street Name)		
City, Province, Postal Code		
Phone:	Cell:	Fax:
Email:		
Agent Information (if authorized by the owner)		
Name of Agent:		
Address (Building/Fire Number, Street Name)		
City, Province, Postal Code		
Phone:	Cell:	Fax:
Email:		
Agent to Submit Pre-consultation Request (to be completed by owner):		
<p>If the applicant is not the owner of the land(s) that is subject to the application, confirmation by the owner that the agent is authorized to request a pre-consultation meeting on his/her behalf must be completed below:</p> <p>I / We _____ the registered owner(s) of <i>(print: name of owner(s))</i></p> <p>_____ hereby authorize <i>(municipal address or legal description)</i></p> <p>_____ to act as an agent for this Pre-consultation Request. <i>(print: name of agent)</i></p> <p>_____ _____</p> <p>Date Signature of Owner</p>		

3. Development Proposal

Development Proposal:

Please provide a written description of the proposed development and complete the table as applicable. Please note that it is recognized that this is a development proposal and that elements of the proposal are subject to change.

Proposed Structure(s):

Proposed use:

Residential Commercial Industrial Other: _____

Total Ground Floor Area (include units): _____

Total Height of Structure (include units): _____

Walkout Basement: _____

Proposed Services:

Water Sewage Electrical Other: _____

Will the proposed structure house livestock? Yes No

Will the proposed structure be within 30 metres of a hydrological feature (i.e. lake, river, Provincially Significant Wetland, unevaluated wetland)? Yes No

If yes, provide reasoning: _____

Has Peterborough Public Health been contacted regarding septic approval and permitting (may be required for dwelling expansions and replacements)? Yes No

Is any part of the proposed structure intended to be habitable (i.e. designed for living, sleeping, eating or food preparation, including a den, library, sewing-room or enclosed sunroom)?

Yes No

If yes, please provide explanation: _____

Is the applicant aware of past Planning Applications on the property? Yes No

Explain: _____

4. Additional Information

Additional Information

Please describe any site alteration or grading on the subject lands, including adding earth or other material:

Please outline any existing or previous industrial or commercial use on the subject or adjacent lands:

Please provide any additional information that may be of assistant in reviewing the proposal:

Pre-consultation Request should include the following:

- Completed pre-consultation form.**
- Proof of ownership and completed authorization from the property owner (if applicable).**
- Detailed Site Plan (See Page 1 and 2)**
- Survey (if available)**



For use by Planning Technician

Planning Act Application(s) Required:

- Zoning By-Law Amendment Application Minor Variance Application
 Site Plan Control Application Official Plan Amendment Application
 Other: _____

Supporting Document(s) Required:

- Planning Justification Report Market Analysis/Justification Study
 Storm Water Management Plan Archaeological Study
 Traffic Study Noise Impact Study
 Hydrogeological Study Agricultural Land Usage Justification
 Servicing Options Report Environmental Impact Study
 Natural Resource Analysis (aggregates, mineral non-aggregates, forests, ect...)
 Review of Impact on Municipal/Other Services (fire, waste disposal, school bussing, road conditions, ect...)
 Phase 1 Environmental Site Assessment (generally for lands previously used for commercial and industrial uses)
 Other: _____

Recommended Key Contacts:

- Kawartha Region Conservation Authority: (705) 328-2271
 Trent Severn Waterway: (705) 750-4516
 Peterborough Public Health: (705) 743-1000
 Municipality of Trent Lakes: (705) 738-3800
 County of Peterborough: (705) 743-0380
 Other: _____



For use by Planning Technician

Please note that all recommendations and requirements, as outlined by the Planning Tech, relate to the Site Plan submitted to him/her. Should the Site Plan change, a second Pre-Consultation may be necessary, and the previous recommendations and requirements set out by the Planning Tech may be subject to change.

Notes:

Property Reviewed By:

Date:
