



Request for Pre-Consultation Official Plan/Zoning By-law Amendment & Site Plan Applications

What is Pre-Consultation?

Prior to making an application for an Official Plan Amendment, Zoning By-law Amendment, or Site Plan 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 Municipal Planning Administrator will coordinate a pre-consultation meeting within 10 business days of receipt of the request form. The Planning Administrator, 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
- Two hard copies (11” x 17”) and digital format (.pdf) of concept plan – which includes (if applicable):
 - Dimension of property (frontage / area) and delineation of lot lines.
 - 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)



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

1. Owner/Agent Information

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>		
Date _____	Signature of Owner _____	

2. Property Information

Property Information

Legal Description of the subject land:

Lot	Concession	Ward	Registered Plan No.	Lot/Block
Street Address		Reference Plan	Part Number	

Current Land Uses:

Please describe the current uses on the property.

Water is provided to the subject land by:

- Privately-owned / operated individual well Lake or other water body
 Privately-owned / operated communal well Publicly-owned/operated piped water system
 Other (specify): _____

Sewage Disposal is provided to the subject land by:

- Privately-owned / operated individual septic system: Publicly-owned / operated sanitary sewage system
 Privately-owned / operated communal sewage system: Privy
 Other (specify):

If known, please indicate if the proposed development on privately owned / operated individual or communal septic system will create more than 10,000 Litres of effluent per day:

- Yes No

Storm Drainage is provided to the subject land by:

- Sewers Swales
 Ditches Other (specify):

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 Land Use			
Residential	Type of Use	Number of Dwelling / Units	Area
	Single Detached		
	Semi Detached		
	Duplex		
	Townhouses		
	Apartments		
	Total		
	Total Gross Floor Area of Buildings		
Commercial	Gross Floor Area of Buildings		
Industrial	Gross Floor Area of Buildings		
Institutional (specify)	Gross Floor Area of Buildings		
Park / Open Space			
Roads			
Other (specify)			
	Total		

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 assistance 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).
- Two (2) hard copies of proposed development plan (minimum size 11 x 17)
- Digital Copy (.pdf) of proposed development plan
- Survey (if available)



Official Plan Amendment/Zoning By-law & Site Plan Application Checklist

Owner/Agent:

Supporting document(s) required:

Date:

Planning Study/Analysis

Property Address:

Storm Water Management Plan

Roll #:

Traffic Study

Proposal:

Hydrogeological studies to determine water quality and quantity and sewage servicing capabilities (in accordance with MOE guidelines and regulations)

Servicing Options Report

Environmental Impact Study (lakes, rivers, wetlands, fish habitat, wildlife, ANSI's etc.)

Market Analysis/Justification Study

Archaeological Study

Natural Resource Analysis (aggregates, mineral non-aggregates, forests, etc.)

Noise Impact Study

Agricultural Land Usage Justification

Review of Impact on Municipal/Other Services – fire, waste disposal, school busing, road conditions, etc.

Phase 1 Environmental Site Assessment (generally for lands previously used for commercial and industrial uses)

Official Plan Designation:

Zoning:

Supporting site plan and/or survey:

- Location survey completed by an Ontario Land Surveyor (OLS) illustrating:
 - Setbacks from lot lines
 - Setbacks from the high water mark
 - Flood plain elevation
- Site Plan
 - location, size & type of all existing and proposed buildings and structures, inclusive of setbacks
 - approximate location of all natural and artificial features (i.e. vegetation, septic systems, wells, hydro/bell lines, watercourses)
 - setback information from the high water mark of all existing and proposed buildings and structures
 - location and type of proposed lighting, fences, parking areas, etc. (refer to Site Plan Guidelines for further details)
- Elevation Drawings

Planning Act Applications Required:

- Zoning By-law Amendment, Municipality of Trent Lakes
- Minor Variance Application, Municipality of Trent Lakes
- Site Plan Control, Municipality of Trent Lakes
- Official Plan Amendment, County of Peterborough

Recommended key contacts:

- Kawartha Region Conservation Authority
(705) 328-2271
- Trent Severn Waterway
Alana Bolton – 705-750-4516
- Peterborough Public Health
(705) 743-1000
- Municipality of Trent Lakes – Public Works
Ivan Coumbs – (705) 738-3800
- Municipality of Trent Lakes – CBO
Brian Raymond – (705) 738-3800
- County of Peterborough Planning
Caitlin Robinson – (705) 743-0380 x 340
- County of Peterborough Public Works
Dylan Adams – (705) 775-2737

Notes:

Reviewed by:

Applicant:
