



Request for Pre-Consultation  
Planning Applications  
\$305.00 fee per Pre-consultation

**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:

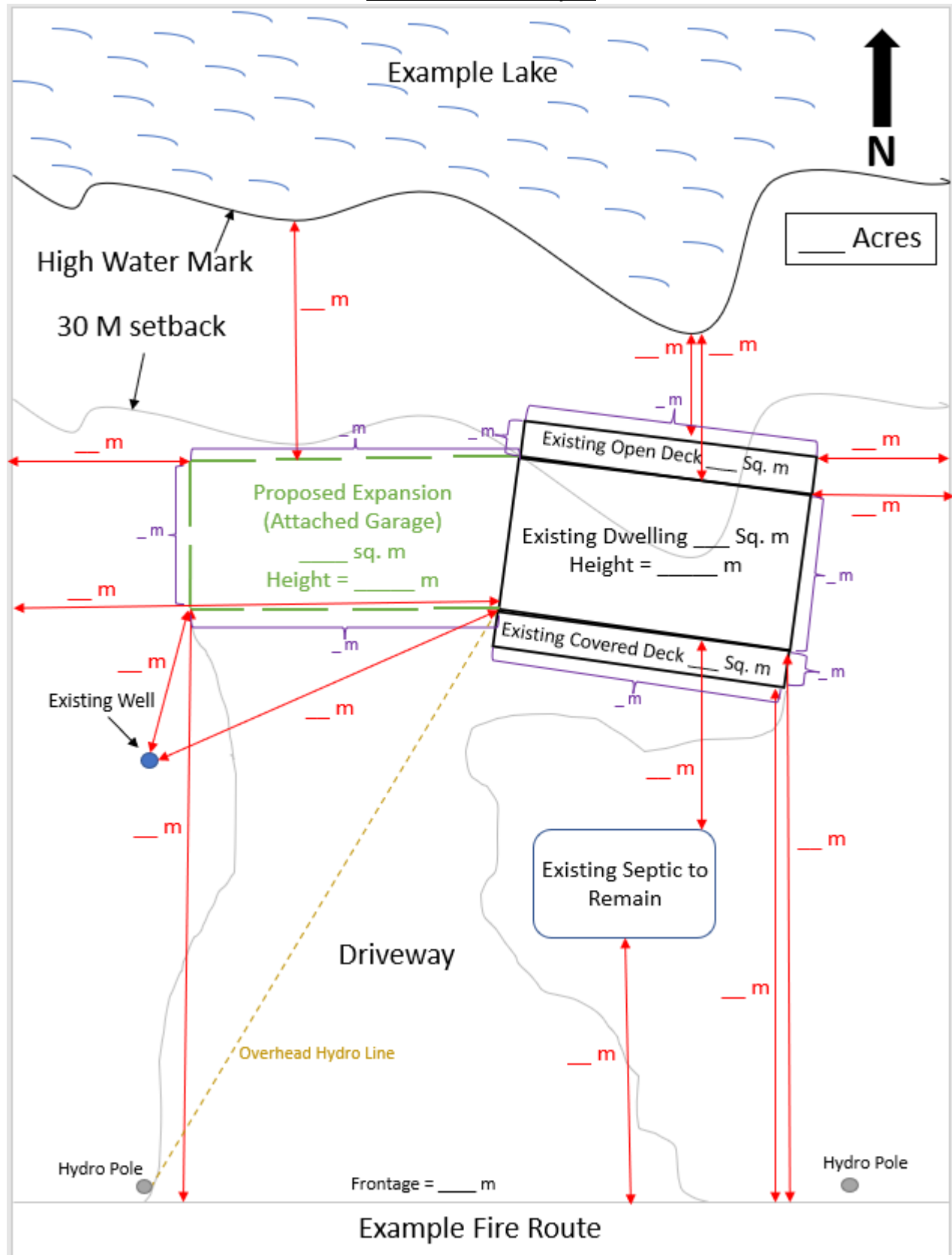
- Identify any potential issues upfront and to identify any matters that could affect the approval process.
- To identify development and design considerations.
- To identify required reports / studies and drawings to be submitted with a complete application.
- To identify potential application fees 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	
<b>File #:</b>	<b>Date Received:</b>
<b>Roll #:</b>	<b>Meeting Date:</b>
<b>Designation:</b>	<b>Zone:</b>

Owner Information		
<b>Name of Owner(s):</b>		
<b>Address (Building/Fire Number, Street Name)</b>		
<b>City, Province, Postal Code</b>		
<b>Phone:</b>	<b>Cell:</b>	<b>Fax:</b>
<b>Email:</b>		
Agent Information (if authorized by the owner)		
<b>Name of Agent:</b>		
<b>Address ( Building/Fire Number, Street Name )</b>		
<b>City, Province, Postal Code</b>		
<b>Phone:</b>	<b>Cell:</b>	<b>Fax:</b>
<b>Email:</b>		
Agent to Submit Pre-consultation Request (to be completed by owner):		
<p><b>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:</b></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>		
<b>Date</b>	<b>Signature of Owner</b>	

## 2. Property Information

<b>Property Information</b>				
Legal Description of the subject land:				
<b>Lot</b>	<b>Concession</b>	<b>Ward</b>	<b>Registered Plan No.</b>	<b>Lot/Block</b>
<b>Street Address</b>		<b>Reference Plan</b>	<b>Part Number</b>	
Current Land Uses:				
Please describe the current uses on the property.				
Water is provided to the subject land by:				
<input type="checkbox"/> Privately-owned / operated individual well <input type="checkbox"/> Lake or other water body <input type="checkbox"/> Privately-owned / operated communal well <input type="checkbox"/> Publicly-owned/operated piped water system <input type="checkbox"/> Other (specify): _____				
Sewage Disposal is provided to the subject land by:				
<input type="checkbox"/> Privately-owned / operated individual septic system: <input type="checkbox"/> Publicly-owned / operated sanitary sewage system <input type="checkbox"/> Privately-owned / operated communal sewage system: <input type="checkbox"/> Privy <input type="checkbox"/> 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:  <input type="checkbox"/> Yes <input type="checkbox"/> No				
Storm Drainage is proved to the subject land by:				
<input type="checkbox"/> Sewers <input type="checkbox"/> Swales <input type="checkbox"/> Ditches <input type="checkbox"/> 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 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 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).**
- ☐ **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: \_\_\_\_\_



## Pre-Consultation Recommendations

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: