

**PLANNING & DEVELOPMENT**  
235 Pinnacle Street  
P.O. Bag 4400  
**BELLEVILLE, ON, K8N 3A9**



Phone: 613.966.1311  
Fax: 613.966.7654  
Toll Free: 1.866.321.9563

## PRE-CONSULTATION FORM

### Registered Owner Information:

Name:	<input type="text"/>
Principal (If owner is a company name):	<input type="text"/>
Address:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Postal Code:	<input type="text"/>
Extension:	<input type="text"/>

### Applicant/Agent Contact Information:

Name:	<input type="text"/>
Principal (If owner is a company name):	<input type="text"/>
Address:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Postal Code:	<input type="text"/>
Extension:	<input type="text"/>

### Note:

Attached copy of written authorization from the property owner or principal permitting the Applicant/Agent to act on their behalf and to participate in a pre-consultation meeting.

### Description of Property:

Municipal Address:	<input type="text"/>
Legal Description:	<input type="text"/>
Assessment Roll Number:	<input type="text"/>
Lot Area (Hectares):	<input type="text"/>
Lot Frontage (metres):	<input type="text"/>
Existing Land Use:	<input type="text"/>
Proposed Land Use:	<input type="text"/>

**Current Official Plan:**

**Current Zoning Designation:**

**Use of Abutting Lands:**

**Type of Application(s):**

a) This is a pre-consultation meeting request for the following (check all application types that apply):

- Official Plan Amendment
- Zoning By-Law Amendment
- Draft Plan of Subdivision
- Draft Plan of Condominium
- Final Plan of Condominium
- Site Plan Control Approval
- Minor Variance
- Other (Specify)

b) Have you had any previous discussions/meetings with the Planning and Development Department staff with respect to the proposed development?

YES       NO

If yes, who was your contact person:

c) Has the property been or is currently subject to any other applications under the Planning Act?

YES       NO       UNKNOWN

If yes, please list the applications (click ctrl + Enter for new paragraph).

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**Proposal Details:**

Provide a detailed description of the proposed development, which includes, but not limited to, the nature, scope and scale of the development, the number of proposed units, types of uses, size of any proposed buildings or additions, amendments to the Official Plan policies, Amendments to the Zone, zone category and zone provisions, tenure and any other information that may be relevant to the proposed development. If additional space is required, please attach a separate page to this pre-consultation form.

(click ctrl + Enter for new paragraph)

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**Conceptual Drawing/site plan required information:**

A conceptual drawing or site plan will be required in PDF format, with all measurements indicated in metric. The plan should be to scale and illustrate the following:

- All property boundaries and approximate dimensions
- Location of existing buildings and parking spaces
- Location of proposed buildings and parking spaces (including estimated distance from nearest property lines)
- Existing surrounding land uses
- Location of all private servicing (well, septic)
- Existing and proposed property entrances and driveways (including description of surface material)
- Label all abutting roads
- Identify adjacent land uses
- Existing and proposed landscaping (i.e. trees, hedges, fencing – include height and type, pond, stream, etc.)
- Location of watercourses and natural features
- Building elevations (if applicable)
- North arrow
- Property address
- Other relevant information, as appropriate, to assist staff in understanding the proposal

**Declaration:**

By submitting this form, I agree to allow Hastings County, its employees and agents to enter the subject property for the purpose of conducting visual surveys that may be necessary to process this request.

If the owner is not the applicant, the owner's authorization must be provided.

Name:

Signature:

Date: