

## Pre-consultation Meeting Request Form

A pre-consultation meeting with staff is required prior to the acceptance of all planning applications, unless the Director of Planning or their delegate waives the requirement where it has been determined that the application is minor in nature and no reasonable purpose would be served by such a meeting.

The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and identify the required information and materials to be submitted with the application. Any comments received from a pre-consultation meeting are only intended for advising on what is required to submit a Complete Application as prescribed under the Planning Act and the Norfolk County Official Plan. It should be noted that a pre-consultation meeting is not an opportunity to receive any comments with regards to the merits of the proposal. A full evaluation of the proposal is conducted when a formal application is submitted, at which point staff provides their opinion and recommendations to the approval authority.

To request a pre-consultation meeting, following items are required to be submitted:

- Completed Pre-consultation Meeting Request Form
- Site Plan / Sketch of the proposal – this does not need to be an engineered drawing
- Applicable Fee – this is credited against future planning applications
  - Please reference the current Planning user fees on the [County website](#)

These meetings occur on the second and fourth Wednesday afternoons of each month, and need to be booked at least two weeks in advance. **Please be advised that due to the on-going COVID-19 pandemic, Pre-consultations are scheduled using Microsoft Teams, this is a web-based program; however there is a call-in function if needed.**

After the meeting, a copy of the minutes is provided which outlines the requirements towards a complete application with respect to the proposal. It should be noted that pre-consultation minutes are valid for one year after the meeting date.

### Contact Us

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 or 519-875-4485 extension 1842 or [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca).

When you have completed the above and are ready to submit your submission package, please email [precon@norfolkcounty.ca](mailto:precon@norfolkcounty.ca).

**A. General Information**

Are you the Registered Owner of the subject land(s)?

Yes  No

Name (First Last) \_\_\_\_\_

Address \_\_\_\_\_

Town and Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**B. List of Attendees**

Please list all parties that will be attending the pre-consultation meeting.

Name

Title

Email

**C. Description of Subject Property**

Municipal Civic Address: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Lot area (square metres): \_\_\_\_\_

Official Plan Designation(s): \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Present use of the Subject Property: \_\_\_\_\_

Historical use of the Subject Property: \_\_\_\_\_

### D. Proposal Description

(Additional documentation or a separate letter is welcome. The more information you can provide, the better feedback staff can give.)

1. Check the type of planning application(s) you are wanting to submit.

- Official Plan Amendment
- Zoning By-Law Amendment
- Draft Plan of Subdivision/Vacant Land Condominium
- Condominium Exemption
- Site Plan Application
- Renewable Energy Project or Radio Communication Tower
- Committee of Adjustment - Consent/Severance, Minor Variance, Easement
- Other: \_\_\_\_\_

2. How would you **describe** the proposal? (please provide a detailed description of the proposal including if applicable: number of dwelling units, number of parking spaces, number of vehicle trips, servicing plans, phasing, etc.)

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3. What is your **vision / end result** for this proposal?

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4. Do you anticipate any **issues** with the proposal? (please indicate if there are known issues such as development constraints, engineering challenges, environmental constraints, etc.)

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5. If this is a Zoning By-law or Official Plan Amendment, **identify the section(s)** to be changed, replaced, or deleted

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6. Please provide a Site Plan / Sketch of the proposal. This does not need to be an engineered drawing. However, the more details provided, the more beneficial your pre-consultation will be. Following items are suggested to be provided:

- Basic concept plan (including frontage, area, depth)
- Existing and proposed buildings with dimensions (including setbacks from property lines)
- Entrances, exits, driveways, including dimensions
- Parking spaces, including dimensions
- Existing and proposed landscaping
- Lighting
- Snow storage, garbage enclosures, fencing
- Proposed servicing

**E. Applicant Acknowledgement and Authorization**

If applicant is the Registered Owner of the subject property –

By submitting this application, permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises for the purposes of making inspections associated with this application, during normal and reasonable working hours.

If applicant is NOT the Registered Owner of the subject property –

As this application is not being made by the registered property owner, County staff do not have the authority to enter the site and may not be able to complete a full evaluation of the subject lands.

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Applicant Name

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Signature

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Date