

Pre-consultation with Town Planning Staff is required prior to the acceptance of an application for:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision or Condominium;
- Site Plan Approval; and
- Consent and Minor Variance (at the discretion of Staff)

Pre-consultation meetings are hosted by the Community Planning and Development Department and may include representatives from various Town departments or external agencies as required. Pre-consultation will identify the requirements to submit a complete application to the Town and will provide the opportunity to discuss the application, planning-related matters, application fees, the application review process and other matters. Pre-consultation does not imply or suggest any decision whatsoever on behalf of the Town Staff or the Town of Pelham to either support or refuse the application.

### **Submission**

Complete and return this form and the required supporting material to the Community Planning and Development Department. Once Town Staff are in receipt of a completed form and the required material, a pre-consultation meeting will be scheduled. Pre-consultation meetings are typically held on the first and third Thursday morning of every month. They are on a first come, first served basis.

*All information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and the provision of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990, c. M.56. The requested information on this form and all accompanying plans, reports, and material will form part of the public record which may be published on the Town of Pelham website or by other means. The name and company of the Registered Owner and/or Authorized Agent is public information.*

<b>FOR STAFF USE ONLY</b>	
Date of Submission:	Meeting Scheduled For:
Submission Requirements	
Completed Form	
Conceptual Plan	
Required Fee	

PLEASE SUBMIT THIS FORM AND ANY REQUIRED ATTACHMENTS TO:  
[aedwards@pelham.ca](mailto:aedwards@pelham.ca)

<b>SUBJECT PROPERTY INFORMATION</b>	
Street Address:	
Legal Description (Lot, Concession, Registered Plan etc):	
Existing Use of Subject Property:	
Land Area (ha):	Lot Frontage:
Official Plan Designation:	Zoning:
Are there any past or present Planning Applications on the subject lands? (i.e. Official Plan Amendment, Zoning By-law Amendment, Site Plan, Consent, Minor Variance). If yes, please provide a brief summary:	

**CONTACT INFORMATION**

**Owner Information**

Registered Owner(s): (please indicate names exactly as shown on the Transfer Deed of Land):

Mailing Address: (Street address, unit number, city & postal code):

Phone Number:

Email Address:

**Applicant/Agent Information (if applicable)**

First and Last Name(s):

Mailing Address: (Street address, unit number, city & postal code):

Phone Number:

Email Address:

**Contact for all future correspondence**

Registered Owner

Authorized Agent

**TYPE OF APPLICATION**

This is a pre-consultation meeting request for (please check all that apply):

Official Plan Amendment                      Zoning By-law Amendment

Draft Plan of Subdivision                      Draft Plan of Condominium

Site Plan Control                                  Minor Variance

Consent

**Please provide a detailed description of the proposal:**

Proposed Zoning:

Proposal:

**Please include a drawing in pdf format illustrating the following:**

- Location of property and immediate surroundings (including property dimensions);
- Use of adjoining lands;
- Location of existing and proposed structures and features (i.e. accesses, parking, septic, road allowances, watercourses, drainage ditches and nature features);
- Existing and proposed lot fabric (as applicable);
- Relevant zoning information including proposed setbacks from lot lines and significant natural features, building heights, lot coverage, landscaped area, dimensions for parking spaces and aisle widths;
- Other relevant information, as appropriate, to assist staff in understanding the proposal

**DECLARATION**

I, \_\_\_\_\_ certify that the information provided in this document is true to the best of my knowledge, that all required supporting documentation has been enclosed and submitted with this form, and that this information can be shared with various agencies and departments as part of the planning review process.

Further, by submitting this application, I agree to allow the Town of Pelham, its employees and agents to enter the subject property for the purpose of conducting site visits that may be necessary to process this request.

Date

Signature

**PROPERTY OWNER'S AUTHORIZATION (if different from owner)**

Date

Signature