

## Pre- Consultation Meeting Request Form

A pre-consultation meeting with Norfolk County staff and relevant agencies is required prior to the acceptance of development applications and required as part of a complete application. The Director of Planning, or their delegate, has the ability to waive 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 their proposals, ask questions, and identify the required information and materials to be submitted with a development application as part of a complete application. It is recommended that applicants reach out to planning staff first to discuss the proposal prior to submitting a formal pre-consultation meeting request.

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

1. Completed Pre-consultation Meeting Request Form
2. Concept plan / site plan / sketch of the proposal – this is not required to be an engineered drawing but it must be to scale and illustrate the property boundaries. Please see section D9 and D10 of this form for further details.
3. Applicable Fee
  - Please reference the current Planning fees in the User Fee By-law on the [County website](#)

Meetings of this nature generally occur on a bi-weekly basis following the receipt and circulation of the required information. Please allow three (3) weeks for internal circulation for the development of comments. Confirmation of the date of the meeting is provided following submission of all the required items for the pre-consultation meeting. Until the fee payment and all requested information and documents have been received, no meeting date will be scheduled.

Pre-consultations are scheduled using Microsoft Teams. This is a web-based program; however there is a call-in function if needed.

Following the meeting, a summary of the development application requirements are collected in the form of a Meeting Notes document and shared with the applicant. Pre-consultation notes are valid for one year after the meeting date and are only applicable to the proposal presented. Any planned/envisioned deviations to the proposal presented at the pre-consultation meeting should be discussed with the Planner as soon as possible, as a new pre-consultation meeting may be required.

## Contact Us

For additional information or assistance in completing this application, please contact a Planner at 519-426-5870 or 226-NORFOLK 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 [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca)

**A. General Information**

Are you the registered Owner of the subject land(s):      Yes    No

Name (First and Last):

Phone Number:

Email:

**B. List of Attendees**

Please list all parties that will be attending the pre-consultation meeting (include name, title and 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 (Not all components will apply)**

Additional documentation or a separate letter is welcome, especially for complicated or intensification proposals. The more information you can provide, the more fulsome response can be provided through Staff review.

1. State the purpose of the proposal.
2. Does the proposal include a renovation, rebuild on the land? Please describe.
3. If this is a Zoning By-law Amendment or Official Plan Amendment, **identify the section(s)** to be changed, replaced, or deleted (to the best of your ability).
4. Servicing: (private / municipal). (Note: Applicant should consider all servicing needs such as potable water, wastewater, stormwater and utility services that the proposal demands or will produce. Applicants are advised to familiarize themselves with the MECP D-5 and D-6 Guidelines and the need to complete the necessary studies/assessments if where compatibility issues are of concern and/or private water and/or septic servicing is proposed.)

5. Other information: (complete applicable items only)
  - i. Number and type units:
  - ii. Density proposed (units per hectare):
  - iii. Affordable units:
  - iv. Ownership type (Freehold, Standard Condominium etc.):
  - v. Number of parking spaces:
  - vi. Phasing, if applicable:
  - vii. Nearby potential noise and vibration sources (highway, railway):
  - viii. Significant features (environmental, heritage, etc.):
  
6. How many predicted employment (job) opportunities does the proposal create? (initial and future):
  
7. Are there any specific questions/items you would like to discuss at this pre-consultation meeting? Please list them below.

8. Please provide a concept plan/ site plan / sketch of the proposal. This is not required to be an engineered drawing. However, the more details provided, the more effective your pre-consultation comments will be. Following items are suggested to be provided:
  - i. Basic concept plan (including frontage, area, depth)
  - ii. Existing and proposed buildings with dimensions (including setbacks from property lines)
  - iii. Nearby/abutting land uses (if known) for compatibility
  - iv. Conceptual grading (recommended for infill developments as grading can be challenging for those proposals)
  - v. Existing and proposed entrances, exits, driveways, including dimensions
  - vi. Parking spaces, including dimensions
  - vii. Existing and proposed landscaping
  - viii. Lighting
  - ix. Snow storage, garbage enclosures, fencing
  - x. Proposed servicing concept, if known.
9. For draft plan of subdivision / condominium requests, the following information is **required** as part of a pre-consultation request:
  - i. Lotted Concept Plan which identifies:
    - a. Site dimensions in metric
    - b. Lot area
    - c. Lot boundaries
    - d. Existing and proposed access
    - e. Conceptual road fabric
    - f. Proposed and abutting land uses
    - g. Significant natural heritage features, treed areas and watercourses
    - h. Address
  - ii. Proposed servicing strategy (water, sanitary, storm water including conceptual storm water management elements)
  - iii. Boundary survey noting any existing easements and third party interests on the land.

**E. Applicant Acknowledgement and Authorization**

- If the 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 (without notice).

- If the 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 in the absence of written authorization from the land owner.

Applicant(s) Name(s):

Signature:

Date: