

	For Of	fice Use Only	
File Number:			
Roll Number(s):			
Application Fee:			
Application		Application	·-
Received:	DD/MM/YYYY	Deemed Complete:	DD/MM/YYYY

Section One: General Information

Pre-consultation Procedure

The County of Dufferin requires applicants to meet with the County's planning staff prior to submitting an application under the *Planning Act*. Pre-consultation meetings are hosted by the County and are required to be attended by the applicant or their representative(s). The pre-consultation meeting allows the applicant and/or their representative(s) to present and discuss the development proposal with relevant staff, and also allows staff to clarify the application process, provide preliminary comments on the proposal, identify any key issues and the approvals that will be required, as well as determine which technical studies and supporting information/materials must be submitted with the planning application in order to be considered a complete application under the *Planning Act*.

Fees

In accordance with the County of Dufferin Tariff of Fees By-law, a Pre-Application Consultation Fee is required for all Pre-Consultation Applications.

Tariff of Fees By-law

Pre-Application Consultation By-law

The fees may be submitted online or in the form of a cheque made payable to The Corporation of the County of Dufferin. The application will not be processed until the applicable fee has been paid.

Timing and Complete Application Requirements:

Please note that from the date of the notice of a complete application, the County expects to take 6-8 weeks to review, circulate and organize the Pre-Consultation Meeting involving the applicant, local municipal and County planning staff, and other relevant agencies where necessary.

Please also ensure that the following materials are submitted in support of the Complete Pre-Consultation Application Submission Package



Complete Application Package List:

Pre-Consultation Application form.		
A Planning Justification Brief 1-page max. outlining the nature of the proposal.		
Aerial Photo with Concept Plan overlaid.		
Site Plan of the subject property indicating:		
 property address/location, property lot lines and setbacks; 		
☐ location of proposed development/building(s);		
☐ location of existing development/building(s);		
☐ proposed use;		
☐ proposed and/or existing entrance; and		
☐ any other pertinent information.		
Application Fees. (Photocopy of the Cheque + invoice or receipt)		

Complete and return the pre-consultation request and the supporting material via email to:

County of Dufferin – Attention Planning Division, (planner@dufferincounty.ca)

Subsequent to a pre-consultation meeting, the County will provide the applicant and/or owner with a signed Record of Pre-consultation. The Record will contain a list of information and materials that will be required to process the subject application(s) and meet the requirements of a complete application under the Planning Act.

Section Two: Application Information

1. Property	Owner's Information		
Owner's Name:			
Mailing Address:		Postal Code:	
		Home Phone:	
Email Address:		Work Phone:	



2. Agent/Applicant Information

(Name of person to be contact about the application, if different from the owner)

Name of Contact:	
Mailing Address:	Postal Code:
	Home Phone:
Email Address:	Work Phone:
3. Authorization Form The Owner(s) formal authorization perminent to the County of Dufferin.	tting the applicant to make this application on the Owner(s) behalf
I/We	, the owner(s) of the property
subject of this application, hereby authorize	e
to make this application on my/our behalf	to the County of Dufferin.
Witness:	Owner's Signature:
Date:	Date:

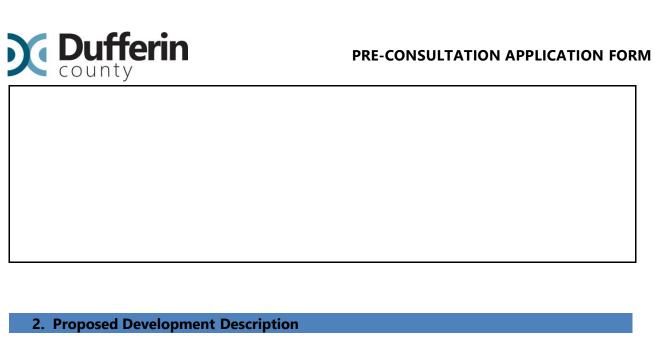


Section Three: Subject Property

1. Location of the Subject Land	
Street Name and Number:	
	Part/Block/Lot:
Reference Plan Number:	Parcel/Roll No.:
Concession & Lot Number:	
Lot Area (sq.m. / ha):	Lot Frontage (m/ ft.):
Section Four: Property Informati	ion
1. Describe the Current Land Use	
2. Current Official Plan Designation	
County OD:	
County OP:	
Local OP:	
Does the proposed use comply with the exist	ing Official Plan designation(s)?
Yes: □ No: □	
If no, explain the amendment(s) required:	



3. Easements and Encumbrances		
Are there any easements and encumbrances on the property?	Yes: □	No: □
If yes, please list:		
C (* F' Description		
Section Five: Property Description		
1. Existing Property Description		
Describe the current buildings or structures on the property and adjoining property: (Should further space provide additional information to assist staff in considering that attachment).	e be required for resp	ponses, or to



Provide a detailed description of the proposed development: (Should further space be required for responses, or to provide additional information to assist staff in considering the proposal, please provide by attachment).



Section Six: Authorization

1. Affidavit or Swor	n Declaration
l,	of the municipality of
	olemnly declare) that the information contained in this application is true
and that the information co	ontained in the documents that accompany this application is true.
Sworn (or declared) before	me at the
in the	
	day of
2. Permission to En	ter Property
I/We,	hereby authorize the members of the
Committee of Adjustment,	members of the staff of the County of Dufferin and designated consultants
to enter onto the above no	ted property for the limited purposes of evaluating the merits of this
application over the time th	nis application is under consideration by the County of Dufferin.
Date:	Owner's Signature:
3. Information Author	ization of the Owner
If the applicant is not the ov	vner of the land that is the subject of this application, complete the
authorization of the owner	concerning personal information set out below.
	am the owner of the land that is subject to this application for
approval of a Planning Act a	application and for the purposes of the Freedom of Information and Protection
of Privacy Act, I authorize _	
as my agent for this applica	tion, to provide any of my personal information that will be included in this
application or collected dur	ing the processing of the application.
Date:	Owner's Signature:

The personal information collected on this form is collected under the authority of the *Planning Act* and will be used during the Pre-Consultation process. Questions about the collection should be directed to the Clerk at 519.941.2816 x2504.