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## **PRE-CONSULTATION REQUEST FORM**

Pre-consultation prior to submission of an application is a critical component of the processing of an application. All applicants must pre-consult with Planning Department staff prior to submitting a Planning application. The pre-consultation meeting is hosted by the Planning Department and may include representatives from various Township Departments or external agencies, as required. The pre-consultation meeting allows the applicant and/or their representative to present and discuss the proposal with relevant staff and provides an opportunity for staff to outline the application process, provide preliminary comments, identify issues, and confirm information/materials that must be submitted in support of the planning application in accordance with King Township's Official Plan policies for a complete application.

### Pre-Consultation Checklist

- Completed Pre-consultation Request Form
- One (1) print copy of an 11"x17" drawing, drawn to scale, illustrating the following:
  - Location of subject lands and immediate surroundings, including property dimensions
  - Use of adjoining lands
  - General location of existing and proposed buildings, structures and features including:
    - Pedestrian and vehicular access
    - Parking and circulation
    - Location, widths, and names of all road allowances, rights-of-way, streets or highways
    - Easements, restrictive covenants affecting the subject lands
    - Location of all existing vegetation, natural features, watercourses, drainage ditches, slopes, including the location of any of such features on adjacent lands that may affect the contemplated application
    - Services and utilities, including the location of connections at the property line(s)
- One electronic copy of the drawing (.pdf format)
- Other relevant information, as appropriate, to assist staff in understanding the proposal.

### Timing of Pre-consultation Meeting

Upon the receipt of a completed Pre-consultation Request Form and supporting materials to the King Township Planning Department at the address noted on this Form, below, Planning staff will schedule a pre-consultation meeting in accordance with the Pre-Consultation Meeting Schedule, typically the second (2<sup>nd</sup>) Thursday following the regularly scheduled Council



meeting. The Pre-consultation Request Form and all supporting material must be received prior to staff scheduling the pre-consultation meeting. Your request for a Pre-consultation meeting will be included in the next available meeting, but not earlier than seven (7) business days from the date of receipt of the completed form and supporting materials. Your submission will allow staff/agencies the opportunity to prepare for and gather any information necessary to properly consider the proposal, and provide constructive feedback at the pre-consultation meeting.

#### Pre-consultation Letter

The applicant will be provided with a Pre-consultation Letter within 10 business days of the Pre-consultation Meeting outlining the information and materials necessary to process the required planning application(s). The supporting information and materials specified in the Pre-consultation Letter, along with the Letter itself, will be required to be submitted with the planning application(s) in order to be considered a Complete Application under the Planning Act.

#### Contact Information

For more information regarding the pre-consultation process, and to submit a completed Pre-consultation Request Form, please contact the Planning Department:

King Township Municipal Office  
2075 King Road, King City, L7B 1A1  
Phone: 905-833-5321 Email: [planning@king.ca](mailto:planning@king.ca)



SHADED AREAS FOR OFFICE USE ONLY	
DATE RECEIVED	
PCM REFERENCE NO.	PCM-
PRE-CONSULTATION MEETING DATE	
PRE-CONSULTATION MEETING LETTER ISSUE DATE	

**1. CONTACT INFORMATION**

Name & Company	Mailing Address & Postal Code	Contact Information
Registered Owner <sup>1</sup> :		Phone 1:
		Phone 2:
		Email:
		Fax:
Applicant <sup>2</sup> :		Phone 1:
		Phone 2:
		Email:
		Fax:
Agent (Consultant/Solicitor):		Phone 1:
		Phone 2:
		Email:
		Fax:

1.1 Please indicate to whom all correspondence relating to the request should be sent (select one only). This person will act as the Application Coordinator.

- Owner
  Applicant
  Agent

**2. SUBJECT LANDS INFORMATION**

Municipal Address (Street # & Name)			
Registered Plan(s)	Lot(s)/Block(s)	Reference Plan(s)	Part(s)
Assessment Roll #(s)	Lot(s)	Concession(s)	
Statistics for Subject Lands:	Area ( m <sup>2</sup> or ha)	Frontage (m)	Depth (m)
Date Subject Lands Acquired:			

<sup>1</sup> If there is more than one Owner, please attach a separate page with the required information. If the Owner is a numbered company, provide the name and address of the principal Owner.

<sup>2</sup> Owner's authorization is required if the Applicant is not the Owner.



2.1 Existing Use of the Subject Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.2 Existing Official Plan/Secondary Plan Designation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.3 Existing Zoning:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.4 Oak Ridges Moraine/Greenbelt Land Use Designation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. PROPOSAL DETAILS**

3.1 Have you had any previous discussions with Planning Staff with respect to this Proposal?

YES       NO

If YES, with whom did you consult? \_\_\_\_\_

Approximate date of consultation: \_\_\_\_\_

3.2 Have these lands been the subject of any other application under the Planning Act?

YES       NO

If YES, please provide the File Number(s): \_\_\_\_\_



3.3 Please provide a detailed description of the proposal, including the information specified in the preamble of this application form:

Horizontal lines for providing a detailed description of the proposal.

4. REQUESTED MEETING ATTENDIES

If available, who would you like us to try and include in the meeting? Please check the relevant box.

Table with 2 columns: Agency Name and a checkbox column. Rows include Township Planning Department, Township Engineering and Public Works Department, etc.

Other:

Horizontal lines for listing other agencies to be invited to the meeting.

Note: Every effort will be made to include representation from each of the Township Departments and agencies requested above; however no assurance can be made with respect to the availability of those involved.

5. AUTHORIZATIONS

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorizations set out below must be complete.



**5.1 Authorization of Owner for Agent to make Application**

I, \_\_\_\_\_, am the registered owner of the land that is the subject of this requested meeting and I authorize \_\_\_\_\_ to make this application on my behalf, and for the purpose of the pre-consultation process for these lands. The agent will provide my *Personal information (PI)* that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**6. Consent of the Registered Owner**

Complete the consent of the registered owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, \_\_\_\_\_ am the registered owner of the land that is the subject of this *request for a pre-consultation meeting*. I authorize and consent to the use or the disclosure of the *Personal information (PI)* to any person or public body. I also agree to allow the Township, its employees and agents to enter upon the subject property for the purposes of conducting surveys, inspections, and tests that may be necessary to ~~the~~ *this* application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

The Personal information (PI) collected under the authority of s.1.0.1 of Planning Act, R.S.O. 2006, c.23, s.2 as amended and, Information and material that is required to be provided to a municipality or approval authority under this Act shall be made available to the public. The purpose of this Personal information (PI) collection is to administer the Township of King pre-consultation process of this development application. Should the applicant have any questions or concerns with regard to collection of Personal Information (PI) on this application, should contact director, Planning, township of King at (905) 833-5321.