** TOWNSHIP OF KING**

**COMMITTEE OF ADJUSTMENT PRE-CONSULTATION FORM**

**PLANNING DIVISION**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Owner:

Agent:

Correspondence should be with: Owner Agent

**Minor Variance and Consent Complete Submission Checklist**

A complete application shall consist of the following:

* Completed [**application form**](https://www.king.ca/development-growth/planning-land-use/development-applications) including the completion of the site screening questionnaire (page 4 and 5 of the application form) and including the sign-off of the pre-consultation form. Please visit the [**Zoning By-laws**](https://www.king.ca/development-growth/planning-land-use/zoning-bylaws) and [**Official Plan**](https://www.king.ca/development-growth/planning-land-use/official-plan) pages to fill in the application forms.

* **Affidavit as commissioned by a commissioner of oaths (**The Town is not commissioning any applications at this time. Please contact a lawyer or notary public to have your application commissioned.**All applications must be commissioned prior to submission). This may be submitted after the pre-consultation meeting and approval.**

* Location map (to show context of the subject property).

* Site grading plan (showing existing and proposed grades).

* Site plan (showing existing and proposed building and structure setbacks, impervious and pervious surface breakdown areas, driveways, walkways, decks, pools, patios, septic tank and fields, roads, etc. A sample site plan of what must be included on the site plan can be found [**here**](https://king.civicweb.net/FileStorage/A40AEC9A3D7046D38590D823DAEC9045-Hill%20Farm%20Dr_217-Nobleton-2021-01-07%20(1).pdf).

* Preliminary elevations (north, south, east, and west) showing height of all proposed buildings and structures from average finished grade. Example of elevations can be found [**here**](https://king.civicweb.net/FileStorage/AFA07C1A1C55462D962A1062A89C3242-Elevations%20-%20December%202nd%202020.pdf).

* Plan of survey.
* Signed Pre-Consultation Form.

Additional Materials Submitted:

All Materials Completed:

(Planner Only) – Pre-Con File Number:

Property Address:

Proposed Variance(s) and/or Consent:

Planning Staff Comments:

**Planner Sign Off –**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

**Owner/Agent Sign Off –**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

**Submission Notes**

To submit an application, we are currently only taking electronic submissions. Please send an email to [**cofa@king.ca**](mailto:cofa@king.ca)with a link (i.e. dropbox, google drive, etc.) for us to download and retrieve the document materials. Please check the "Complete Submission Check List" above to ensure all required items are provided. An incomplete submission may result in the delay of the processing of your application.

\*Fee payment is currently done by drop off of a cheque made payable to the Township of King.\*

2021 Fee for Minor Variance: $1,279.00

2021 Fee for Consent/Boundary Adjustment: $4,668.50

2021 Combined Fee for Minor Variance and Consent: $5,311.00

For all other fees, please see the fees and charges by-law [**here**](https://www.king.ca/your-local-government/budget-and-finances/fees-charges).

There may be Conservation Review Fees and Region of York Fees if the subject property is subject to their jurisdiction.

\*Drop off a cheque in the drop-off up self-serve area located on the **East Wing of the Township Municipal Centre**located at 2585 King Road, King City, ON from **8:30 am to 3:00 pm, Monday to Friday. You must email us at** [**cofa@king.ca**](mailto:cofa@king.ca)**to inform us that a cheque has been dropped off for pick up.**