



CAP (Collabrative Application Preparation) **STAGE 1: PRE- CONSULTATION FORM**

The Township's current CAP pre-consultation process is intended to create valuable opportunities to discuss matters associated with your proposal. It is designed to ensure the submission of all relevant and required information, while greatly assisting the process of review. The CAP process facilitates the various stages of a development application and will better enable Council and commenting agencies to make informed decisions.

CAP reviews are not required but are highly encouraged when proceeding with a development application.

Please note that pre-consultation meetings are booked in queue as they are received.
You will receive confirmation of your submission within 3-5 business days.

MINOR PRECON REVIEW:

- Any pre-consultation meeting which does not require external agencies or other Town staff
- outside of the Planning Department
- Any form of Consent being requested (severance, easements, property boundary line
- Adjustments/conveyance, changes to legal non-conforming uses, leases for more than
- 21 years, and/or validation of title)
- Residential: the creation of 3 lots/units or LESS (Consent- Severance)
- Non-residential: alterations/expansions of existing buildings, parking, uses or new
- development less than 300 square metres gross floor area
- Change in use with no new site development

MAJOR PRECON REVIEW:

- Any pre-consultation meeting which will require external agencies
- (ex: Conservation Authority, Region of York, Ministry of Transportation etc)
- Residential: the creation of 4 lots/units or MORE (Consent- Severance)
- Non-residential: new development greater than 300 square metres gross floor area
- Change in use which includes new site development

IMPORTANT: The Pre-Consultation Fee is a separate fee and is in addition to the fee which will be required for the formal application. Payment of the Pre-Consultation Fee is related only to this pre-application consultation process only. A Pre-Consultation does NOT constitute or ensure any outcome, decision, comments, or other similar elements of any future formal application(s).



King Township
2585 King Road
King City, Ontario
Canada L7B 1A1

Phone: 905.833.5321
Fax: 905.833.2300
Website: www.king.ca

CAP (Collabrative Application Preparation)
STAGE 1:
PRE- CONSULTATION FORM

1.	SUBJECT PROPERTY DETAILS:	
	Municipal Address:	
	Registered Plan(s):	
	Lot(s)/Block(s):	
	Reference Plan(s):	
	Part(s):	
	Concession(s):	
	Area (m2 or ha):	
	Frontage (m):	
Depth (m):		
2.	SUBJECT PROPERTY INFORMATION:	
	Existing Use of Subject Property:	
	Existing Official Plan/Secondary Plan Designation:	
	Existing Zoning:	
	Oak Ridges Moraine/Greenbelt Land Use Designation:	



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3.	OWNER(S) INFO:	
	Registered Owner #1	
	First Name:	
	Last Name:	
	Company Name (if applicable):	
	Address:	
	Phone Number:	
	Email:	
	Registered Owner #2	
	First Name:	
	Last Name:	
	Company Name (if applicable):	
	Address:	
	Phone Number:	
Email:		
4.	AUTHORIZED AGENT INFO (List only ONE agent):	
	First Name:	
	Last Name:	
	Company (if applicable):	
	Address:	
	Phone Number:	
	Email:	



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5.	PROPOSAL: Please provide a detailed description of the proposal for the subject lands.
6.	HAVE YOU RECEIVED AN ORDER TO COMPLY? (If YES, please indicate the associated file number and compliance date) <div>1. File Number</div> <div>2. Compliance date</div>
8.	OWNER AUTHORIZATION All registered owners must provide sign off and acknowledgement of this application; in doing so they are authorizing the agent listed above to provide communication and direction on behalf of the owner(s). Please download the Owner/Agent Authorization Form available at: https://www.king.ca/sites/default/files/2025-06/Owner%20Agent%20Authorization%20Form.pdf