



## Pre-Consultation Meeting Form

Prior to submitting development applications, Applicants are required to pre-consult with Planning Staff, by appointment, to ensure that both the Applicant and the Municipality have a clear understanding of the purpose of the proposed application, the type of application and, where required, the appropriate studies, information and materials to support the application. Pre-consultation also provides Applicants an opportunity to gain an understanding of the planning process in the Municipality. Details concerning the scope and terms of reference for supporting studies listed in this checklist can be found in the **Municipal Development Guide** and further details can be obtained by contacting Planning Services.

As such, not all issues set out herein will apply in all circumstances. This tool is intended to assist in determining the requirements for submission that will enable a development application to be reviewed in accordance with the *Planning Act*. The checklist included at the end of this document references numerous studies and plans. These documents are further described in the **Municipal Development Guide**, available from the Municipality of Port Hope Planning Services.

In order to be considered a complete Pre-Consultation Form, the following is required to be submitted prior to a meeting being scheduled:

- Completed Pre-Consultation Meeting Form;
- Drawings/plans showing the proposal and any other requested plans/drawings, reports;
- Fee (**note: fee must be paid a minimum of one (1) week in advance of the scheduled meeting**)

<b>Pre-consultation Fee</b> <input type="checkbox"/> \$250 (basic) <input type="checkbox"/> \$500 (major)	Payment Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Details on Proposed Project</b>		
<i>Particulars on the proposed development that is the subject of the pre-consultation meeting</i>		
Location of Property: <i>(municipal address and/or Lot &amp; Concession #)</i>		
Lot Area of Property:	Lot Frontage:	
Existing land use:	Proposed land use:	
Gross floor area: <i>(if applicable)</i>	Building height: <i>(if applicable)</i>	
Number of dwelling units : <i>(if applicable)</i>		
Description of Proposal:		
Project Proponent:		
Contact Name (owner, agent, applicant):		
Address:	City:	Postal Code:
Email:	Phone:	Fax:

<b>Pre-Consultation Meeting Schedule</b>			
<i>Particulars of the pre-consultation meeting</i>			
Date:		Place:	Time:
Attending:	<b>Municipality/Agency</b>	<b>Applicant</b>	<b>Other</b>
	Municipal Planning Staff		

<p><b>Note:</b> While every attempt will be made during the pre-consultation process to identify all requisite reports and documentation, it must be understood that as review of an application proceeds, the need for additional information or studies may arise.</p>	<b>Pre-consultation Meeting</b> <i>Nature of application that is the subject of the pre-consultation meeting (check all that apply)</i>	
	Official Plan Amendment Application	
	Zoning By-law Amendment Application	
	Subdivision or Condominium Approval Application	
	Site Plan Approval Application	
	Consent / Lot Addition / Easement Application	
	Minor Variance Application	
	Other	

**Official Plan (Municipality of Port Hope) Land Use Designation**

Current:

Proposed:

**Zoning By-law 20/2010, as amended**

Current:

Proposed:

**Northumberland County Official Plan Land Use Designation**

Current:

Proposed:

- Applicable Provincial Policies, inclusive of Provincial Plans**  
*Discuss which provincial policies/plans apply to the proposed application:*
- Provincial Policy Statement
  - Growth Plan
  - Oak Ridges Moraine (if applicable)

**Potential land use conflicts**  
*Describe:*

**Is this a proposal to alter the boundary of a settlement area or to implement a new area of settlement?**

*Please answer yes or no. If yes, discuss supporting material required to fulfill requirements of a comprehensive review:*

**Is this a proposal to remove land from an area of employment use?**

*Please answer yes or no. If yes, discuss supporting material required to fulfill requirements of a comprehensive review:*

**Past contamination**

*Outline history of land uses:*

**Environmentally sensitive areas (i.e. wetland, wildlife habitat, watercourse that supports a fishery) located on or adjacent to the subject lands**

*Describe:*

**Proposed services for the subject development**

**Sanitary**

*Describe existing and proposed:*

**Water**

*Describe existing and proposed:*

**Storm water**

*Describe existing and proposed:*

**Electrical**

*Describe existing and proposed:*

**Access to the subject lands, existing and proposed**

*Give an overview (municipal road, county road, private lane, water access only, etc.):*

**Proximity of agricultural uses (may require Minimum Distance Separation Calculations)**

*Discuss:*

**Archaeological potential**

*Discuss whether site exhibits characteristics that would warrant investigation:*

**Lands/Buildings designated pursuant to the Ontario Heritage Act**

*Discuss status of subject property and status of adjacent lands and/or buildings:*

**Municipality's Back Flow Prevention Guidelines**

*Discuss how guidelines will be applied:*

**Cash-in-lieu of parkland policy**

*Discuss how policy may apply:*

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Signature of Owner or Applicant

Date

Personal information is being collected on this form under the authority of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or [clerk@porthope.ca](mailto:clerk@porthope.ca)

**Acknowledgment**

*The parties below acknowledge that full disclosure of the issues has taken place with respect to the proposal before us. All identified plans, documentation and studies must be submitted in order to constitute a complete application.*

Dated this ..... day of ..... ..... 201 .

Please initial:

**Required Plans/Drawings, Studies or Documentation to be Submitted**

Studies or supporting reports shall be required where there is an identified need for the information that will be beneficial in resolving an issue or assist in proper assessment or advancement of a development application.

***This table will be completed by Municipal staff prior to, during, or following the pre-consultation meeting.***

<p align="center"><b>Required Drawing(s) or Plan(s) include, but are not limited to, the following:</b></p>	<p align="center"><b>Minor Variance</b></p>	<p align="center"><b>Consent</b></p>	<p align="center"><b>Zoning By-law Amendment</b></p>	<p align="center"><b>Official Plan Amendment</b></p>	<p align="center"><b>Draft Plan of Subdivision / Condominium</b></p>	<p align="center"><b>Site Plan Control</b></p>
Concept Plan / Sketch of Proposal						
Plan of Survey (draft or registered)						
Topographic Survey Plan/Drawing						
Site Plan Drawing						
Grading & Drainage Plan/Drawing						
Site Servicing Plan/Drawing						
Landscape Plan/Drawing						
Floor Plans/Drawing						
Elevation Drawings						
Cross-Section Drawings						
Perspective Drawings						
Other Plans/Drawings						
<b>Additional Reports / Studies</b>						
Land Use Planning Rationale Report or Brief						
Site Servicing Study						
Water Modeling Analysis						
Stormwater Management Report						
Traffic Study Letter / Report						
Hydrogeological Study						
Geotechnical Study						
Environmental Impact Study						
Lighting & Photometric Design Study						
Noise Impact Study						
Slope Stability Study						
Parking and/or Loading Study						
Arborist Report/Tree Inventory & Preservation Plan Report						
Forest Management Plan Report						
Agricultural Impact Analysis						
Archaeological Assessment						
Heritage Impact Assessment/Cultural Heritage Evaluation						
Sediment & Erosion Control Plan Report						
Environmental Site Assessment (Phase 1)						
Environmental Site Assessment (Phase 2)						
Soils Management Plan Report						
Radiological Soils Survey						
Farm Viability Study						
Shadow Impact Study						
Market Impact Assessment						
Soil and Bedrock Analysis						
Infrastructure Studies						
Financial Impact Assessment						
Aggregate Impact Assessment						
Air Quality/Dust/Odour Study						
Record of Site Condition / Contaminated Site Assessment						
Surface Water Impact Study						
Municipal Comprehensive Review						
Commercial Inventory Assessment						
Comprehensive Employment Land Study						
Design Guidelines						