



## **PRE-CONSULTATION REQUEST FORM**

All proposals are to be submitted to the Planning and Engineering Services Department. Staff will determine whether the information submitted is sufficient to warrant the scheduling of a pre-consultation meeting. If additional information is required staff will advise the applicant.

The Manager of Planning (or a delegate) the Director of Planning and Engineering Services (or a delegate), and the Chief Building Official (or a delegate) will attend on behalf of the Municipality. Depending on the nature of the site and proposal, other Municipal staff or outside agencies may also be called on to attend.

Meetings will be scheduled to take place within 10-15 business days of the submission of a complete Pre-Consultation Request Form. Meetings are held virtually, or if requested by the applicant and/or agent, in the boardroom of the Municipality of Central Elgin Administration Offices, 450 Sunset Drive (lower level of the County of Elgin administration building). A consultation meeting will not be scheduled until the required information has been provided and payment has been received.

In addition to those professionals who will be involved with the designing/managing of the development proposal, in all cases, the Owner of the property should also be in attendance at the meeting. If the owner cannot attend and/or is using an agent, the Authorization found in Appendix A must be completed.

While efforts will be made to schedule a meeting on the applicants preferred date, meetings will be booked on a first come first serve basis. The Municipality reserves the right to limit the number of meetings on any date.

The applicant should be prepared to discuss the proposal in detail and answer general questions about the contents covered within the Consultation Request Form.

### **Submission Requirements for a Pre-Consultation Meeting**

A pre-consultation meeting will be scheduled upon receipt of the following information:

- A completed Pre-Consultation Request Form with signatures
- A digital (PDF) version of a concept plan, drawn to scale, which illustrates the proposal and includes the following (where applicable):
  - Existing uses and uses adjacent to the lands
  - Setbacks and gross floor area of the existing and proposed buildings and structures
  - Dimensions and area of the lands
  - Existing and proposed pedestrian and vehicular access and parking areas
  - Adjacent streets with labels
  - Existing trees/vegetation, watercourses, slopes and natural features

### **Notes:**

All measurements are to be in metric, the digital plan(s) must be to scale; plan(s) must have a north arrow, title block with date, revision block, and a key map showing the general location of the lands.

The submission requirements are minimum requirements. The submission of other plans and/or documents that inform the application are beneficial and will assist staff in their review. These documents may include surveys, building elevations and floor plans, site services and utilities and restrictive covenants or easements, as examples.

For more information regarding the pre-consultation process please contact the Planning and Engineering Services Department:

**450 Sunset Drive, St. Thomas ON N5R 5V1**  
**Phone: 519-631-4860 | Email: [planning@centralelgin.org](mailto:planning@centralelgin.org)**



## PRE-CONSULTATION REQUEST FORM

**Office Use:** Request Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_ Reference # \_\_\_\_\_

### Type of Application

This is a pre-consultation request for (check all that apply):

- ☐ Official Plan Amendment      ☐ Zoning By-law Amendment
- ☐ Site Plan Approval      ☐ Minor Variance
- ☐ Plan of Subdivision/Condominium

### Registered Owner

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

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Applicant / Agent (if applicable)

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Subject Property

Municipal Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

### Description of Proposal (please provide a separate sheet of paper if required)

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### Current Property Owner

**\* If an applicant / agent is advancing this Pre-Consultation Request, see Appendix A - Authorization of Owner.**

\_\_\_\_\_  
Owners Name (Print)

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

\_\_\_\_\_  
Date

## Appendix A – Authorization of Owner

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, \_\_\_\_\_, am the owner of the subject lands, and I authorize  
\_\_\_\_\_, to act on our behalf as the agent for the submissions  
required for all matters relating to the subject lands, and to provide any of my personal  
information that will be included in this application or collected during the planning process.

\_\_\_\_\_  
Date

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