

# County of Peterborough Pre-Consultation Request Form



Please complete this form with as much detail as possible of what you intend. Completion of this form will help County Staff coordinate a pre-consultation meeting. There is no fee for a pre-consultation meeting, however, it is mandatory prior to submitting a formal Official Plan Amendment or Subdivision/Condo application to the County. Pre-consultation is intended to help the applicant by reviewing the proposal with County and relevant outside agency staff to identify the studies required in support of a complete application. Pre-consultation also provides the applicant an opportunity to ask questions regarding the review and approval process for Official Plan Amendments and Subdivision/Condo Plans.

1. Name of Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name of Owner's agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Please specify to whom all correspondence should be sent:  
Owner  Agent

4. Type of Application:  
 Official Plan (OP) Amendment       Plan of Subdivision       Plan of Condominium

5. Location of the Property:  
Municipality \_\_\_\_\_ Ward: \_\_\_\_\_  
Lot No. \_\_\_\_\_ Concession \_\_\_\_\_  
Name of Street/Road \_\_\_\_\_ Street No. \_\_\_\_\_  
Assessment Roll # \_\_\_\_\_

6. Have there been any previous *Planning Act* applications on the property?

Yes  No

If yes, please indicate the type and approximate date of the planning application:

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7. Description of subject property:

Lot Area: \_\_\_\_\_

Frontage on Road: \_\_\_\_\_ Water Frontage (*if applicable*): \_\_\_\_\_

Existing use of the property: \_\_\_\_\_

Existing Official Plan Designation(s): \_\_\_\_\_

Existing Zone(s): \_\_\_\_\_

8. What buildings are currently located on the property (*if any*)?: \_\_\_\_\_

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9. Proposal description (*provide a brief summary*): \_\_\_\_\_

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10. Please attach a sketch, survey, or plan, etc. of the property that will indicate the following:

- The area of the proposed Official Plan Amendment or conceptual lot and/or building layout for a plan of subdivision/condominium
- Lot frontage and area dimensions
- Name of the road(s) and/or waterbody the property fronts on
- Indicate the location of any existing structures

Once complete, please send by email, fax, mail or drop off to:

Caitlin Robinson, Planner, 743-0380  
ext. 2403  
Email: [crobinson@ptbocounty.ca](mailto:crobinson@ptbocounty.ca)

or Per Lundberg, Planner, 743-0380  
ext. 2404  
Email: [plundberg@ptbocounty.ca](mailto:plundberg@ptbocounty.ca)

For the following Townships :

- Township of Selwyn
- Township of Otonabee-South Monaghan
- Township of Douro-Dummer
- Township of North Kawartha

For the following Townships:

- Township of Cavan Monaghan
- Municipality of Trent Lakes
- Township of Asphodel-Norwood
- Township of Havelock-Belmont-Methuen

Fax: 705-876-1730

Mail: Peterborough County Planning Department  
County Courthouse  
470 Water St.  
Peterborough, ON  
K9H 3M3

Drop Off: We are located on Water Street, between Brock and Murray Streets, on top of the hill overlooking Victoria Park.

**Please Note:** *Personal information contained on this form is collected under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended and will be used to assist in the correct processing of the application. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the CAO or Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3 (705-743-0380).*