

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 highly recommended prior to submitting a formal Official Plan Amendment or Subdivision/Condominium 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/Condominium 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

☐ Zoning By-law Amendment

☐ 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:

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*)?: _____

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

10. Please attach a sketch, survey, or plan, etc. of the property that clearly illustrates 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:

Email: planning@ptbocounty.ca

Fax: 705-876-1730

Mail: Peterborough County Planning Department
County Courthouse
470 Water Street
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).*