



## Pre-Application Consultation Request Form

### 1. Type of application

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- Official Plan Amendment
- Zoning By-Law Amendment
- Minor Variance
- Site Plan Agreement
- Other:
- Not sure

### 2. Contact information

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Name

Email

Address

Telephone

Fax

**Are you the Registered Owner of the Subject Lands?**      Yes      No

If you are not the Registered Owner, are you making the application on their behalf?      Yes      No

### 3. Participants

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Please list all parties that will be attending the Pre-Application Consultation Meeting.

Name

Title

Email



#### 4. Subject Lands

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Address of Subject Lands

Legal Description

Frontage (m)

Area (m<sup>2</sup>)

Depth (m)

Current Designation of Subject Lands: (Leave empty if unsure)

- Casselman Official Plan :
- Zoning :

**Current Use of the Subject Lands (include any existing structures)**

**Have these lands been the subject of any other application under the *Planning Act*?**

No      Yes      If yes, please list:

#### 5. Proposal

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Provide a brief description of the proposal. Please attach additional information in separate documents as required. Please list attachment(s) provided with the proposal below.

Please identify any particular issues or questions that you wish staff to address in this consultation.

Will the proposal be developed in two or more phases?

#### 6. Previous Meetings

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Have you had any previous discussions with Municipal Staff regarding this development proposal?

Yes      No

If yes, who have you consulted?

When?



## 7. Declarations

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If I am not the Registered Owner of the Subject Lands, I have the complete authority from the Registered Owner to apply for a Pre-Application Consultation Meeting and to proceed with the development as indicated on the attached plan(s).

I request that the information submitted on this form be kept confidential. However, I understand that an access request may be filed under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended, and information may be subject to release, notwithstanding the request to keep the information confidential.

I certify that, to the best of my knowledge, the information contained in this form is accurate and complete.

By submitting this application, I agree to allow the Municipality of Casselman, its employees and agents to enter the subject lands for the purpose of assessing the merits of this Pre-Application Consultation Request by conducting Site Visits and taking photographs that may be necessary to process this request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or regrade the site during the processing of this request.

I understand that all comments and direction offered by the Municipality of Casselman Staff will be preliminary and based solely on the information available at the time of the meeting.

Date

Signature

## 8. Notice of Collection

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The Municipality of Casselman collects personal information on this form and on the supporting documentation under the Planning Act, R.S.O. 1990, c.P.13, as amended. This information is used for the purpose of evaluating your request and the requirements for a complete planning application. Questions about this collection can be directed to the Clerk.

## 9. For Office Use Only

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Date Received

Pre-Consultation Meeting Date



## 10. Submission Instructions

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### **Requests are to be submitted to the Planning Department of the Municipality of Casselman.**

Please submit a completed form and attachments to Benoit Duquette, Director of Planning Services and Economic Development at [urbanisme-planning@casselman.ca](mailto:urbanisme-planning@casselman.ca)

### **All submissions are to be made electronically.**

In order for your request to be processed, please provide the following:

- a completed Pre-Application Consultation Request Form;
- survey and/or concept plan, to scale and fully dimensioned, showing all proposed setbacks, entrances, proposed access, parking areas, landscaped and hard surface areas, existing and proposed building locations, building elevations, existing trees and/or significant vegetation; and
- any additional information you wish to include which may better assist staff in the review of your proposal.

### **Digital Formatting**

All electronic files must be submitted in "Portable Document Format" (PDF) version 7 or later;  
Each PDF file must not exceed 10 MB and have no password, restriction or layers.

### **Naming Conventions**

PDF file names must clearly describe the digital file and reference the subject lands.

For example :  
- Concept Plan 100 Principale.pdf  
- Form\_100\_Principale.pdf  
- Survey Plan – 100 Principale.pdf

### **Mandatory Pre-Consultation**

Applicants are required to consult with the Municipality of Casselman staff prior to submission of the following *Planning Act* applications: Official Plan Amendment, Zoning By-Law Amendment and Site Plan Control.

### **Meeting Purpose**

The Pre-Application Consultation Meeting will identify the required plans and supporting studies/reports necessary for the Planning Act application(s) to be deemed complete in order to commence the approval process. The applicant is also provided the opportunity to determine what planning policies apply to the site, processing timelines, recent Council decisions that may be of relevance and potential areas of concern. Pre-Application Consultation does not imply or suggest any decision whatsoever on behalf of staff of the Municipality of Casselman. All comments and directions offered by staff are preliminary and based solely on the information available at the time of the meeting. Additional information may be required after reviewing the development application and/or statutory public meeting.

### **Meeting Procedure**

1. Schedule a meeting date with the applicant and relevant staff and agencies.
2. Circulate information to various internal departments, the upper-tier municipality, and external agencies for review;
3. Following the meeting, the Director of Planning will provide the applicant with the feedback together with a copy of the Record of Consultation. This Record will identify the required supporting documentation, which shall be submitted prior to an application being deemed complete and circulated for comment.