



# Pre-Application Consultation Request Form

## Type of Application

Official Plan Amendment     Draft Plan of Subdivision     Condominium     Consent Application

## Contact Information

Are you the Registered Owner of subject land(s)?     Yes     No

Name (First Last)	Email
Address (Street Number, Name, Suite/Unit Number)	City/Town Postal Code
Telephone Number	Fax Number

If you are not the Registered Owner, are you making the application on his/her behalf?     Yes     No

## Attendees

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

Name	Title	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Property Data

Address of subject land(s) (Street Number/Name)

Legal Description

Lot Frontage (m)	Lot Area (m <sup>2</sup> )	Lot Depth (m)
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Does the subject land(s) contain six or more dwelling units?     Yes     No

If Yes, are any of the dwelling units residential rental units?     Yes     No    # of rental units \_\_\_\_\_

Is the subject land(s) listed/designated under the Ontario Heritage Act or the Municipality's registry?     Yes     No     Unknown

Current Use of the Subject lands (include any existing structures)

Has this land been the subject of any other application under the Planning Act?  Yes  No  
If yes, please list.

### Proposal

Provide a brief description of the proposal. Please attach additional information on separate sheets 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.

## Previous Meeting

Have you had any previous discussions with United Counties' Staff with respect to this development proposal?  Yes  No

If yes, who have you consulted? When?

- If I am not the Registered Owner of the subject land(s), 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 United Counties of Prescott and Russell, its employees and agents to enter the subject land(s) 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 United Counties of Prescott and Russell Staff will be preliminary and based solely on the information available at the time of the meeting.

\_\_\_\_\_  
Date (mm-dd-yyyy)

\_\_\_\_\_  
Signature

### Notice of Collection

The Planning and Forestry Department of the United Counties of Prescott and Russell 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 Director of Planning and Forestry Department.

### For Office Use Only

Date Received:	
Staff Assigned:	
Pre-Consultation Meeting Date:	



## Submission Instructions

Requests are to be submitted to the Planning and Forestry Department of the United Counties of Prescott and Russell (UCPR). Please submit completed form and attachments to [planning@prescott-russell.on.ca](mailto:planning@prescott-russell.on.ca).

### All submissions are to be made via email or with a USB key only.

The USB key must include the following in order for your request to be processed:

- A completed Pre-Application Consultation Request Form;
- Survey (if available);
- Concept Plan (if available) fully dimensioned showing all proposed setbacks, entrances, proposed access, parking areas, landscaped and hard surface areas, proposed building locations, building elevations and 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 be submitted without a password and/or restrictions; and
- Each PDF file submitted must not exceed 10 MB and have no layers.

### Naming Conventions

- PDF file names must clearly describe the digital file and reference the subject land(s). Examples:
  - Concept Plan 100 Main.pdf
  - Request Form\_100\_Main.pdf
  - Survey\_100 Main.pdf

### Mandatory Pre-Consultation

In accordance with the Planning Act, pursuant to Section 7 of the UCPR Official Plan, the Pre-Application Consultation By-law No. 2018-71 and the Complete Application By-law No. 2018-70, applicants are required to consult with the UCPR staff prior to submission of the following Planning Act applications: Official Plan Amendment, Plans of Subdivision and Plans of Condominium.

### Meeting purpose

The Pre-Application Consultation Meeting will identify the required drawings 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 or the UCPR. 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

Once the applicant has submitted the above-noted material, the UCPR shall:

- a) Schedule a meeting date with the applicant and relevant staff and agencies;
- b) Circulate information to various internal departments, the local municipality in which the application is being proposed and external agencies for review;
- c) Following the meeting, the UCPR Planner 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 comments.