



PRE-CONSULTATION GUIDELINES

Prior to submitting a Planning Act application, it is recommended that applicants consult with Town staff. Pre-consultation meetings are hosted by the Planning and Community Development Department and may include representatives from other Town departments. The meeting is intended to identify key issues and approvals that will be required for the project and to confirm the supporting materials that must be submitted with the planning application(s). Without pre-consultation, there may be delays in the processing of your application if incomplete or insufficient information has been provided.

Submission Materials

Pre-consultation requests shall contain the following information:

- A completed Pre-consultation Request Form;
- Payment of Pre-consultation fee (\$300.00);
- Existing Site Plan, fully dimensioned showing all existing buildings and structures;
- Concept Site Plan, fully dimensioned showing all proposed setbacks, entrances, parking areas, landscaped and hard surface areas, and existing trees and/or significant vegetation; and
- Any additional information you wish to include which may better assist staff in the review of the application.

All application submission materials are to be submitted digitally by email to planning@penetanguishene.ca.

Pre-consultation Process

Once a complete application is received, Town staff will contact you via email to set up a meeting. Following the meeting, Town staff will circulate meeting notes and an application checklist with the requirements for a complete application in accordance with the Planning Act. The meeting notes and application checklist will be circulated between two (2) to four (4) weeks from the meeting date.



PRE-CONSULTATION REQUEST FORM

1. Applicant Information

All correspondence will be provided to the applicant only.

Are you the registered Owner of the Subject Property?	Yes	No
Applicant First Name		
Applicant Last Name		
Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, and Postal Code)		
Email		
Mobile Phone Number		
Business Phone Number		

2. Owner Information (if applicable)

Owner First Name		
Owner Last Name		
Address (Street Number, Street Name, Suite/Unit Number City/Town, Province and Postal Code)		
Email		
Mobile Phone Number		
Business Phone Number		

3. Pre-Consultation Meeting Attendees

Please list all parties that will be attending the meeting.

Name (First, Last)	Position/Title	Email



4. Property Data

Civic Address					
Legal Description					
Lot Frontage (m)		Lot Depth (m)		Lot Area (m ²)	
Current Use of Subject Property	Residential		Industrial		Vacant
	Commercial		Institutional		Other
Describe the Current Use of the Subject Property					

5. Proposal

Application Type	Description of Proposal
Official Plan Amendment Zoning By-law Amendment Site Plan Approval Draft Plan of Subdivision Draft Plan of Condominium Consent Minor Variance Other	



6. Site Plan Contents

An Existing Site Plan and Conceptual Site Plan must be submitted with the application to scale in metric. The Site Plans will assist staff in the review of the application. The Site Plans should include the following existing and proposed features:

- Scale, north arrow, and legend.
- The boundaries, dimensions, and area of the subject lands.
- Location, size, and type of all buildings and structures.
- Location of driveways, parking areas, and pedestrian walkways.
- Landscaped and hard surface areas.
- Trees and/or significant vegetation.
- Any rights-of-way or easement.
- Other information that may assist staff to understand and review the proposal.

All files must be submitted in PDF format to planning@penetanguishene.ca.