

**For Office Use Only**

File Number: \_\_\_\_\_

Roll Number(s): \_\_\_\_\_

Application Fee: \_\_\_\_\_

Application Received:                     DD/MM/YYYY                          Application Deemed Complete:                     DD/MM/YYYY                    

**Section One: General Information****Pre-consultation Procedure**

The County of Dufferin requires applicants to meet with the County's planning staff prior to submitting an application under the *Planning Act*. Pre-consultation meetings are hosted by the County and are required to be attended by the applicant or their representative(s). The pre-consultation meeting allows the applicant and/or their representative(s) to present and discuss the development proposal with relevant staff, and also allows staff to clarify the application process, provide preliminary comments on the proposal, identify any key issues and the approvals that will be required, as well as determine which technical studies and supporting information/materials must be submitted with the planning application in order to be considered a complete application under the *Planning Act*.

**Fees**

In accordance with the County of Dufferin Tariff of Fees By-law, a Pre-Application Consultation Fee is required for all Pre-Consultation Applications.

[Tariff of Fees By-law](#)

[Pre-Application Consultation By-law](#)

These fees may be submitted via mail or in person in form of a cheque at the County of Dufferin Office, payable to The Corporation of the County of Dufferin C/O: Liane Rayner, Accounting Clerk ([lrayner@dufferincounty.ca](mailto:lrayner@dufferincounty.ca)). The Application will not be processed until the applicable fee has been paid.

**Timing and Complete Application Requirements:**

Please note that from the date of the notice of a complete application, the County expects to take 6-8 weeks to review, circulate and organize the Pre-Consultation Meeting involving the applicant, local municipal and County planning staff, and other relevant agencies where necessary.

Please also ensure that the following materials are submitted in support of the Complete Pre-Consultation Application Submission Package

Complete Application Package List:

- Pre-Consultation Application form.
- A Planning Justification Brief 1-page max. outlining the nature of the proposal.
- Aerial Photo with Concept Plan overlaid.
- Site Plan of the subject property indicating:
  - property address/location, property lot lines and setbacks;
  - location of proposed development/building(s);
  - location of existing development/building(s);
  - proposed use;
  - proposed and/or existing entrance; and
  - any other pertinent information.
- Application Fees. (Photocopy of the Cheque + invoice or receipt)

Complete and return the pre-consultation request and the supporting material via email to:

County of Dufferin – Attention Planning Division, ([planner@dufferincounty.ca](mailto:planner@dufferincounty.ca))

Subsequent to a pre-consultation meeting, the County will provide the applicant and/or owner with a signed Record of Pre-consultation. The Record will contain a list of information and materials that will be required to process the subject application(s) and meet the requirements of a complete application under the Planning Act.

## Section Two: Application Information

### 1. Property Owner's Information

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**2. Agent/Applicant Information**

(Name of person to be contact about the application, if different from the owner)

Name of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\_\_\_\_\_  
Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**3. Authorization Form**

The Owner(s) formal authorization permitting the applicant to make this application on the Owner(s) behalf to the County of Dufferin.

I/We \_\_\_\_\_, the owner(s) of the property  
subject of this application, hereby authorize

\_\_\_\_\_ to make this application on my/our behalf to the County of Dufferin.

Witness: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Section Three: Subject Property****1. Location of the Subject Land**

Street Name and Number: \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Parcel/Roll No.: \_\_\_\_\_

Concession &amp; Lot Number: \_\_\_\_\_

Lot Area (sq.m. / ha): \_\_\_\_\_ Lot Frontage (m/ ft.): \_\_\_\_\_

**Section Four: Property Information****1. Describe the Current Land Use(s) on the Property:****2. Current Official Plan Designation**

County OP: \_\_\_\_\_

Local OP: \_\_\_\_\_

Does the proposed use comply with the existing Official Plan designation(s)?

Yes:  No: 

If no, explain the amendment(s) required:

**3. Easements and Encumbrances**

Are there any easements and encumbrances on the property?

Yes: No: 

If yes, please list:

**Section Five: Property Description****1. Existing Property Description**

Describe the current buildings or structures on the property and the natural features and vegetation on the property and adjoining property: (Should further space be required for responses, or to provide additional information to assist staff in considering the proposal, please provide by attachment).

## **2. Proposed Development Description**

Provide a detailed description of the proposed development: (Should further space be required for responses, or to provide additional information to assist staff in considering the proposal, please provide by attachment).

**Section Six: Authorization****1. Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the municipality of \_\_\_\_\_  
make an oath and say (or solemnly declare) that the information contained in this application is true  
and that the information contained in the documents that accompany this application is true.  
Sworn (or declared) before me at the \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_

**2. Permission to Enter Property**

I/We, \_\_\_\_\_ hereby authorize the members of the  
Committee of Adjustment, members of the staff of the County of Dufferin and designated consultants  
to enter onto the above noted property for the limited purposes of evaluating the merits of this  
application over the time this application is under consideration by the County of Dufferin.

\_\_\_\_\_  
Date:\_\_\_\_\_  
Owner's Signature:**3. Information Authorization of the Owner**

If the applicant is not the owner of the land that is the subject of this application, complete the  
authorization of the owner concerning personal information set out below.

\_\_\_\_\_ am the owner of the land that is subject to this application for  
approval of a Planning Act application and for the purposes of the *Freedom of Information and Protection  
of Privacy Act*, I authorize \_\_\_\_\_  
as my agent for this application, to provide any of my personal information that will be included in this  
application or collected during the processing of the application.

\_\_\_\_\_  
Date:\_\_\_\_\_  
Owner's Signature:

The personal information collected on this form is collected under the authority of the *Planning Act* and will be used during the Pre-Consultation process. Questions about the collection should be directed to the Clerk at 519.941.2816 x 2504.