

For Office Use Only

File Number:	<hr/>		
Roll Number(s):	<hr/>		
Application Fee:	<hr/>		
Application Received:	<u>DD/MM/YYYY</u>	Application Deemed Complete:	<u>DD/MM/YYYY</u>

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*.

Timing and Required Information

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

County of Dufferin – Attention Jenny Li, Planning Co-ordinator
55 Zina Street, Orangeville, Ontario L9W 1E5

Upon receipt of a completed Pre-Consultation Application form and all required/supplementary information, the County will schedule a pre-consultation meeting involving the applicant, local municipal and County planning staff, and other relevant agencies where necessary. 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/Pin No.: _____

Concession and Lot Number: _____

Street Name and Number: _____

Lot Area (sq. m. or ha): _____ Lot Frontage (m): _____

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

2. Current Official Plan Designation

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 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 Planning Coordinator at 519.941.2816 x 2509.