

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)

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 & 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 x2504.