



Planning Pre-consultation Application

Submission Guide

Return completed form and payment to:

By mail:

Municipality of Meaford
Attention: Planning Services
21 Trowbridge Street W, Meaford
Ontario, Canada N4L 1A1

In person:

Development Services Office
(Municipality of Meaford)
15 Trowbridge Street W, Meaford

Applications with missing or incomplete information, or without required fees will not be processed. A Pre-consultation Meeting will be scheduled once complete information and the fee is received. While electronic document submissions of drawings are preferred, payments must be made either by mail through cheque or in person by cheque, cash or debit.

Required Pre-consultation Fees (per Meaford By-law 2024-02):

Major Pre-consultation: \$9,070

Minor Pre-consultation: \$3,010

Pre-consultation Guide

Meaford By-law 2022-50 requires formal Pre-consultation for:

- Zoning By-law Amendment
- Site Plan Control
- Official Plan Amendment

***In cooperation with the County of Grey, Meaford also participates in consultations for Plan of Subdivision / Condominium (use this form package).*

Planning Services facilitates Pre-consultation Meetings for the Municipality of Meaford, which may include the involvement of other municipal departments and external agencies. In some cases, the meeting will be held *jointly* with the County of Grey and may also meet the requirements for a County Planning Application. Joint applications may require a separate form to the County – please contact planning@grey.ca for further information about County requirements.

The Pre-consultation Meeting is the opportunity for the applicant and/or their representatives to present and discuss the development proposal with staff. Staff can also clarify the application process, provide preliminary comments about the proposal, and confirm supporting information/materials (e.g. drawings, reports,

studies, etc.) required in a future Planning Application. The materials identified in the Pre-consultation Meeting are the minimum required materials that need to accompany a Planning Application in order the submission to be deemed a “Complete Application” in accordance with the Planning Act, and the County and Municipal Official Plans.

Concept Plan Requirements for Pre-Consultation

Pre-Consultation Applications must include intended land uses, number of proposed/existing units and lots and blocks, and a concept plan. The Concept Plan of the proposed development should include:

- Property Location (including lot lines)
- Detailed Description of the Proposed Use(s)
- Proposed Lots, Blocks, Street Pattern, if applicable
- Building Outlines (new and existing footprints with dimensions)
- Proposed Building Density (i.e. coverage, units per hectare)
- Parking Area locations and Driveway Access Points
- Site Statistics under Zoning including Lot Area, Setbacks, Lot Coverage, Building Height(s), Building Floor area, number of required/provided parking spaces
- Landscape Buffer Requirements
- Any Special Zoning provisions requested

If you have questions about the following form, please email planning@meaford.ca or phone Planning Services at 519-538-1060 extension 1120.

Please retain pages 1-2 for your information.



**Planning Services
Pre-Consultation Application**

Office Use Only			
Date Received:		Planner Assigned:	

Contact Information – Owner and Applicant

Application Submission Date: _____
(Date the completed form is submitted with the fee)

Registered Owner Information:

Owner Name(s): _____
 Owner Address: _____
 Owner Phone Number: _____ Owner Email: _____

Applicant Information *(person submitting the Pre-consultation)*

Applicant Name (if different than owner): _____
 Applicant Address: _____
 Applicant Phone Number: _____ Applicant Email: _____
 Authorized Agent (if applicable – separate from applicant): _____

 Agent Phone Number: _____ Agent Email: _____

Proposal Information

Proposal Summary (what are you proposing to build or do? Include number of units, type of building with as much detail as possible): _____

Proposed Project Start Date: _____

Property Civic Address (if civic address issued): _____

Property Legal Description: _____

Property information: Frontage (m): _____ Depth (m): _____ Area (m²): _____

Proposal Type:

- Official Plan Amendment
- Draft Plan of Subdivision/Condominium
- Zoning Amendment:
- Site Plan Approval
- Unsure

Does the Property have any Easements or Restrictive Covenants? _____

If yes, provide additional details: _____

Proposed Uses / Development Proposal: (include proposed buildings, parking, development type, number of units and any other relevant details)

Current Official Plan Designation: _____

Proposed Official Plan Designation: _____

Current Zoning Category: _____

Proposed Zoning Category: _____

Conservation Authority – Within GSCA Regulated Area? _____

Is the property subject to the Niagara Escarpment Plan? _____

Source Water Protection Area?: _____

Proposed Access to the Subject Lands: (include road name) _____

Proposed Water and Wastewater Servicing: _____

Proposed Stormwater System: _____

Property Constraints: (i.e. indicate all Natural Features, contaminated sites, Source Water Protection Area, Intake Protection Zone)

Please include additional information and a detailed Concept Sketch along with this form. Note that a Concept Sketch is required.

Owner Authorization for Agent

I/we _____ authorize _____ to act as our agent(s) for the purpose of this application. In making this application, we hereby permit Municipal Staff and any representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

Signature

of Registered Owner (add additional pages for signatures as necessary – one page per owner)

DATED at the City/Town/Municipality of _____ in the County/Region of _____ this _____ day of _____, 20____

AFFIDAVIT – SOLEMN DECLARATION (Affidavits MUST be signed in the presence of a Commissioner of Oaths):

I/We _____ and _____

Name of Owner(s)

Name of Owner(s)

Of the City/Town/Municipality of _____ in the County/Region of _____

Solemnly declare that all statements contained in this application and all the information provided is true, and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT**.

I have been advised that incomplete and/or inaccurate information will delay the procession of my application and may results in additional costs to me.

DECLARED before me at the

City/Town/Municipality of _____ in the County/Region of _____

This _____ day of _____, 20_____.

Signature of Owner(s) or Agent(s)

Date

Signature of Owner(s) or Agent(s)

Date

Signature of Commissioner

Date