



The Corporation of the Town of Minto

Pre-Consultation Application Guidelines and Explanatory Notes

INTRODUCTION

A Pre-Consultation meeting is not mandatory prior to the acceptance of an application for the following, but is recommended:

- Official Plan Amendment
- Draft Plan of Subdivision
- Draft Plan of Condominium
- Site Plan Approval

Pre-Consultation meetings, when chosen by the applicant, are hosted by the Town of Minto and include representatives from various Town Departments and external agencies as required. The Pre-Consultation meeting allows the applicant and/or their representatives to present and discuss the development proposal with relevant staff and provides staff the opportunity to clarify the application process, provide preliminary comments, identify key issues and required approvals, and to confirm the supporting information/materials that must be submitted with the planning application.

PRE-CONSULTATION

Prior to submission of an application, a proponent is **required to submit the documents outlined on the checklist below**. Please note that every application is unique and may require circulation to Town staff and external agencies.

Once the application and supporting submission material has been submitted to Town staff, a Pre-Consultation meeting will be scheduled between the applicant/agent and the relevant Town/agency staff. Following the Pre-Consultation meeting, staff will provide the applicant/agent a list of information and material that will be required to process the subject application(s).

Any comments received from a Pre-Consultation meeting are strictly intended for advising on what is required for a complete application. A full evaluation of your proposal will be conducted when a formal application is submitted.



Application received: _____

Application complete: _____

File number: _____

OFFICE USE ONLY

Pre-Consultation Application

The Corporation of the Town of Minto

APPLICANT INFORMATION

OWNER

If a numbered company, please also include the name and phone number of the principal owner/president.

Name(s):

Address:

City/Town:

Postal Code:

Phone:

E-mail:

APPLICANT

Complete if the Applicant is not the legal Owner.

Name:

Address:

City/Town:

Postal Code:

Phone:

E-mail:

AGENT

Contact Name:

Firm Name:

Address:

City/Town:

Postal Code:

Phone:

E-mail:

Send Correspondence To: Owner Applicant Agent Engineer

Please list the name(s) and address(es) of the holders of any mortgages, charges or other encumbrances in respect to the subject land.

PROPERTY INFORMATION

LOCATION OF PROPERTY

Location:	Clifford	Harriston	Palmerston	Township
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Municipal/Civic Address:

Assessment Roll Number:

Lot Number(s):	Concession Number(s):
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Registered Plan Number: <i>If applicable.</i>	Lot(s)/Block(s): <i>If applicable.</i>
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DIMENSIONS OF PROPERTY

Lot Area: _____ m ² or ft ²	Lot Frontage: _____ m or ft
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Lot Depth: _____ m or ft

POLICY

Zoning Designation:	Official Plan Designation:
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Are there any easements affecting the property? <i>All easements must be shown on the site plan drawing(s).</i>	Yes	No
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LAND USE

Existing Use of Lands:	_____
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Proposed Use of Lands: <i>Please provide a detailed description of the proposal (including but not limited to, proposed land use, number of proposed/existing units, floor areas, requested amendments, etc.)</i>	<hr/> <hr/> <hr/> <hr/>
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Planning Applications																			
What is the application type to be applied for?																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #6699cc; color: white;"> <th style="width: 10px;"></th> <th style="text-align: center;">Application Type</th> </tr> </thead> <tbody> <tr> <td style="width: 10px;"></td> <td style="text-align: center;">Official Plan Amendment</td> </tr> <tr> <td></td> <td style="text-align: center;">Zoning By-law Amendment</td> </tr> <tr> <td></td> <td style="text-align: center;">Plan of Subdivision</td> </tr> <tr> <td></td> <td style="text-align: center;">Consent (Severance or Lot Line Adjustment)</td> </tr> <tr> <td></td> <td style="text-align: center;">Minor Variance</td> </tr> <tr> <td></td> <td style="text-align: center;">Part Lot Control</td> </tr> <tr> <td></td> <td style="text-align: center;">Site Plan Control</td> </tr> <tr> <td></td> <td style="text-align: center;">Hold Removal</td> </tr> </tbody> </table>			Application Type		Official Plan Amendment		Zoning By-law Amendment		Plan of Subdivision		Consent (Severance or Lot Line Adjustment)		Minor Variance		Part Lot Control		Site Plan Control		Hold Removal
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Have you had previous discussions with Town or County staff with respect to this development proposal?																			
Yes No																			
If yes, who have you consulted with? _____																			

AUTHORIZATION FOR APPLICANT TO ACT FOR OWNER

This section is required to be filled out if the applicant/agent is acting on the Owner's behalf.

I, (we) _____, the Registered Owners of _____
Owner Name _____ Subject Property Address _____
of the _____ of _____ County/Region of _____ do hereby authorize
Town/City/Village _____ Name of Town/City/Village _____ Name of County/Region _____

Name of Applicant/Agent _____ to act as my/our agent in this application and to submit an application on
my/our behalf.

Signature of Owner(s)

Date

MUNICIPAL OFFICE USE ONLY	
Application Received By:	
Name of Director of Building & Planning Services:	
Signature of Director of Building & Planning Services:	
Date Approved:	

THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO:

Planning Coordinator
Building & Planning Department
Town of Minto
5941 Highway 89
Harriston, ON
NOG 1Z0

Phone: (519) 338 2511 x 248
Email: sama@town.minto.on.ca