



## The Corporation of the Town of Orangeville Pre-Consultation Meeting Request Form

**Please note: There is a non-refundable fee for this application.**

Contact the Planning Division to confirm application fees at [planning@orangeville.ca](mailto:planning@orangeville.ca) or visit the [Application Fees](#) page.

Payment of application fees can be made by cheque, cash or debit.

### REGISTERED OWNER

<i>Name</i>	
<i>Address</i>	
<i>Telephone Number</i>	<i>Email Address</i>

### APPLICANT INFORMATION *(if not the registered owner)*

<i>Name</i>	
<i>Address</i>	
<i>Telephone Number</i>	<i>Email Address</i>

### AGENT, SOLICITOR OR CONSULTANT *(if applicable)*

<i>Name of Agent, Solicitor or Consultant (if applicable)</i>	
<i>Address</i>	
<i>Telephone Number</i>	<i>Email Address</i>

### PROPERTY DESCRIPTION

<i>Municipal Address</i>		
<i>Legal Description and Property Identification Number (PIN)</i>		
<i>Lot Frontage (m)</i>	<i>Lot Depth (m)</i>	<i>Lot Area (m<sup>2</sup>)</i>
<i>Current Use of Property:</i> <input type="checkbox"/> <i>Residential</i> <input type="checkbox"/> <i>Industrial</i> <input type="checkbox"/> <i>Commercial</i> <input type="checkbox"/> <i>Institutional</i> <input type="checkbox"/> <i>Agricultural</i>		
<i>Current Official Plan Designation</i>	<i>Current Zoning Category</i>	

## PRE-CONSULTATION REQUEST

<input type="checkbox"/> Official Plan and/or Zoning Amendment	<input type="checkbox"/> Subdivision or Condominium (non-exemption) Application	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Minor Variance and/or Consent (no charge)
<i>Proposed Use of Property:</i> <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Agricultural			
<i>Details of proposed development:</i>			

## PRE-CONSULTATION MEETING SCHEDULE

In accordance with the table below:

- Pre-consultation meetings are half an hour long, and regularly scheduled for every 2<sup>nd</sup> Wednesday at 2:30pm and 3:00pm.
- Pre-consultation proposals must be received two weeks prior to the next scheduled meeting date.
- Pre-consultation proposals received by the deadline will be scheduled for the next meeting on a first-come, first-serve basis, with a maximum of two proposals reviewed per meeting date.

Pre-Consultation Submission Deadline	Pre-Consultation Meeting Date
January 3, 2024	January 17, 2024
January 17, 2024	January 31, 2024
January 31, 2024	February 14, 2024
February 14, 2024	February 28, 2024
February 28, 2024	March 13, 2024
March 13, 2024	March 27, 2024
March 27, 2024	April 10, 2024
April 10, 2024	April 24, 2024
April 24, 2024	May 8, 2024
May 8, 2024	May 22, 2024
May 22, 2024	June 5, 2024
June 5, 2024	June 19, 2024
June 19, 2024	July 3, 2024
July 3, 2024	July 17, 2024
July 17, 2024	July 31, 2024
July 31, 2024	August 14, 2024
August 14, 2024	August 28, 2024
August 28, 2024	September 11, 2024
September 11, 2024	September 25, 2024
September 25, 2024	October 9, 2024
October 9, 2024	October 23, 2024
October 23, 2024	November 6, 2024
November 6, 2024	November 20, 2024
November 20, 2024	December 4, 2024
December 4, 2024	December 18, 2024

## MATERIALS REQUIRED FOR PRE-CONSULTATION MEETING

- Application Form
- Application Fee
- Conceptual Site Plan
- Elevation Drawings (where applicable)

The quality and detail of information provided has a direct impact on the ability of staff to understand the proposal and to formulate appropriate and useful guidance. Staff may request an applicant provide any additional documents or hard copies as relevant, to allow staff to provide the most meaningful feedback possible.

**Drawing Requirements (Digital Submission):**

- Title Block with Title, Date and Version of Drawing
- All drawings must be drawn to scale (Preferred scales of 1:200 or 1:500)
- All measurements shall be in metric units only
- North arrow
- Key plan showing the location of the site within the Town of Orangeville
- Reference to the nearest intersection of public roads
- Municipal or legal address of proposed development
- Must be professionally prepared
- Where applicable, drawings must be stamped by registered engineers and/or Ontario Land Surveyors

**SIGNATURES**

<i>Registered Owner (print name)</i>	<i>Registered Owner (signature)</i>	<i>Date DD/MM/YYYY</i>
<i>Applicant/Agent (print name)</i>	<i>Applicant/Agent (signature)</i>	<i>Date DD/MM/YYYY</i>

*This form must be completed by the Owner or Authorized Applicant/Agent and signed by the OWNER. All Correspondence, notices, etc. initiated by the Town in respect to this application will, unless requested, be directed to the applicant's agent noted above except where no agent is employed, then it will be directed to the applicant.*

*While every attempt will be made during the pre-consultation process to identify all requisite reports and documentation, it must be understood that as review of an application proceeds, the need for additional information or studies may arise.*

### PRE-CONSULTATION PROCESS

For all application types, excluding Variance and Consent, a 2-Stage Pre-Consultation Process will be completed as follows:

