



Please note that there is a \$55.00 to \$547.00 non-refundable fee for this application. Payment of application fees can be made by cheque or cash

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

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 (m²)</i>
<i>Current Use of Property:</i> <i>Residential</i> <i>Industrial</i> <i>Commercial</i> <i>Institutional</i> <i>Agricultural</i>		
<i>Current Official Plan Designation</i>	<i>Current Zoning Category</i>	

PRE-CONSULTATION REQUEST FEES *(Effective January 1, 2023)*

Official Plan and/or Zoning Amendment (\$109.00)	Subdivision or Condominium (non-exemption) Application (\$547.00)	Site Plan (\$55.00 – Minor) (\$109.00 – Major)	Minor Variance and/or Consent (no charge)
<i>Proposed Use of Property:</i> <i>Residential</i> <i>Industrial</i> <i>Commercial</i> <i>Institutional</i> <i>Agricultural</i>			
<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 2nd 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 4, 2023	January 18, 2023
January 18, 2023	February 1, 2023
February 1, 2023	February 15, 2023
February 15, 2023	March 1, 2023
March 1, 2023	March 15, 2023
March 15, 2023	March 29, 2023
March 29, 2023	April 12, 2023
April 12, 2023	April 26, 2023
April 26, 2023	May 10, 2023
May 10, 2023	May 24, 2023
May 24, 2023	June 7, 2023
June 7, 2023	June 21, 2023
June 21, 2023	July 5, 2023
July 5, 2023	July 19, 2023
July 19, 2023	August 2, 2023
August 2, 2023	August 16, 2023
August 16, 2023	August 30, 2023
August 30, 2023	September 13, 2023
September 6, 2023	September 27, 2023
September 20, 2023	October 11, 2023
October 4, 2023	October 25, 2023
October 18, 2023	November 8, 2023
November 8, 2023	November 22, 2023
November 22, 2023	December 6, 2023
December 6, 2023	December 20, 2023

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 as relevant, to allow staff to provide the most meaningful feedback possible.

Drawing Requirements:

- 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

Registered Owner (print name)	Registered Owner (signature)	Date
Applicant/Agent (print name)	Applicant/Agent (signature)	Date

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:

