



▶ City of Elliot Lake

Pre-Application Consultation Form

Introduction

The Planning Act authorizes municipalities to require that development proponents consult with them prior to submitting an application for an Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Plan of Condominium and/or Site Plan. Pre-consultation has been determined as being mandatory on all such applications, with the following exceptions:

- I. Zoning By-Law Applications to lift an “H”, Holding Provision; permit a garden suite or other uses as a temporary use; permit an extension to a temporary use permission; or which are required to satisfy a condition imposed by a consent approval.

While not mandatory, it is encouraged to complete a pre-application consultation prior to submitting an application for Consent (severance) and Minor Variance.

The purpose of pre-consultation is to provide an opportunity for the applicant to review their development proposal with City Staff and other key agencies as applicable when the proposal is preliminary. Through this process, City Staff will also confirm the appropriate planning approvals and relevant supporting documentation that will be required.

This form must be completed and accompanied with the required fee prior to consideration by City Staff. The purpose of these guidelines is to assist persons in completing the pre-application consultation form. Should you require clarification on any matter covered by this form, please contact the Municipal Office.

Application Fees:

Each application must be accompanied by the **application fee of: 500.00**.

Authorization:

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

Drawing:

All pre-application consultation forms must include an accurate, to scale, drawing.

Application Processing:

- I. Contact City Staff

The applicant should contact City Staff and advise them of their desire to begin the pre-application consultation process. Staff will determine the extent of pre-

application consultation that will be required and request that the applicant provide a completed Pre-Application Consultation Form for preliminary review.

2. Planning Review

City Staff will review the information provided by the applicant and circulate it to the relevant departments and external agencies for their review and comment. Generally, a 15 to 20 business day period is provided for comments. Following the comment period, City Staff will contact the applicant to advise them of next steps.

3. Pre- Application Consultation Meeting

Should it be deemed necessary based on the preliminary review, a pre-application consultation meeting will be scheduled by City Staff with the applicant to discuss the proposal.

4. Complete Application Requirements

At the conclusion of the pre-application consultation process, the applicant will be provided with written comments that describes the requirements for a complete application.

Further Information:

Ms. Natalie Bray
City of Elliot Lake
45 Hillside Drive North
Elliot Lake, ON P5A 1X5
Tel: 705.848.2287

Fees: **\$500.00***
***non refundable**

Copies: One (1) copy of this application, including the drawing and other information, shall be required.

1. * Applicant Information

a)	Registered Owner(s):	
	Address:	
	E-mail Address:	
	Phone:	

If the application will be represented, prepared, or submitted by someone other than the registered owner(s) please specify:

b)	Authorized Agent(s):	
	Address:	
	E-mail Address:	
	Phone:	

NOTE: Unless otherwise requested, all communication will be sent to the agent, if any.

2. * Type of Application (Check as many as are applicable)

<input type="checkbox"/>	Official Plan Amendment	<input type="checkbox"/>	Minor Variance
<input type="checkbox"/>	Zoning By-law Amendment	<input type="checkbox"/>	Consent: Creation of a New Lot
<input type="checkbox"/>	Plan of Subdivision	<input type="checkbox"/>	Consent: Easement/ Right-of-way
<input type="checkbox"/>	Site Plan Control	<input type="checkbox"/>	Consent: Lot Addition
<input type="checkbox"/>	Plan of Condominium	<input type="checkbox"/>	Other:

3. * Legal Description of Entire Property

Municipal Address:					
Lot:		Concession:		Township:	
Registered Plan No.				Part/Lot/Block:	
Parcel:					

4. * Dimensions of the Lands Affected

Lot Frontage (m)	
Lot Depth (m)	
Lot Area (ha)	

5. * Current and Proposed Land Uses and Official Plan/Zoning Information

Current Land Use:	
Propose Land Use:	
Current Official Plan Designation:	
Proposed Official Plan Designation:	
Current Zoning By-law Designation:	
Proposed Zoning By-law Designation	

6. * Provide details of the proposed development or land use.

APPLICATION SKETCH

7. * ACCURATE, TO SCALE, DRAWING OF PROPOSAL: Please provide a drawing of the proposal. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal.

The drawing(s) should include:

<input type="checkbox"/>	Property boundaries & dimensions
<input type="checkbox"/>	Location, size and type of existing and proposed buildings and structures
<input type="checkbox"/>	Location and nature of any easement affecting the property
<input type="checkbox"/>	Location, name and width of abutting public roads, unopened road allowances, publicly travelled roads, private roads, and rights-of-way
<input type="checkbox"/>	Approximate location of all natural and artificial features on subject land and on adjacent lands that may affect the application (buildings, railways, watercourses, drainage ditches, rivers or stream banks, wells, and septic tanks, etc.)
<input type="checkbox"/>	If access to subject land is by water only, location of parking & docking facilities to be used
<input type="checkbox"/>	North arrow

If there is any additional information which may be relevant to the request and which should be considered by the City in reviewing this application, please attach outlining the particulars of same.

AFFIDAVIT

I (we) _____ of the _____(municipality),

District of _____ solemnly declare that all the statements contained in this application are true, and I (we) make 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*.

DECLARED before me at _____ (municipality) in the

District of _____ this _____ day of _____ 20____

Signature of Owner(s)

Date

Signature of Commissioner

Date

AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER

(If affidavit is signed by an Agent/Solicitor on Owner’s behalf, the Owner’s written authorization below must be completed.)

I (we) _____ of the _____(municipality),

District of _____ do hereby authorize _____

_____ to act as my agent in this application.

Signature of Owner(s)

Date

APPLICATION AND FEE RECEIVED BY THE MUNICIPALITY

Signature of Employee

Date

Fee