

SECTION 1: TO BE COMPLETED BY THE PRE-APPLICATION MEETING REQUESTER

CONTACT INFORMATION

FIRST NAME:		LAST NAME:	
BUSINESS NAME:			
ADDRESS:			
PHONE NUMBER:		EMAIL:	

PROPERTY INFORMATION RELATED TO PRE-APPLICATION MEETING REQUEST

CIVIC ADDRESS:	
PID:	

PROPOSAL DETAILS:	
<p><i>Please describe your proposal in detail (include an attachment if required) and provide information on proposed uses, number of lots/units, zoning compliance, anticipated variances, any other details related to other anticipated applications (subdivision, environmental and hazard development permits, etc.)</i></p>	
<p>Attachment Included? Yes No</p>	

PROPOSED PRINCIPLE USES	<input type="checkbox"/> Residential	<input type="checkbox"/> Industrial	Proposed Number of Lots/Units (If Applicable): Lots: _____ Units: _____	Developable Area (Net) (Area in m2) ESA Protection/Hazard Setback Area _____
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Agricultural		
	<input type="checkbox"/> Mixed-Use	<input type="checkbox"/> Other		

LIST ANY SPECIFIC QUESTIONS YOU ARE LOOKING TO HAVE ANSWERED AT THE PRE-APPLICATION MEETING	
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SECTION 2: DOCUMENTS TO BE PROVIDED FOR PRE-APPLICATION REVIEW

DOCUMENTS REQUIRED TO BE PROVIDED IN ORDER TO SCHEDULE PRE-APPLICATION MEETING

CURRENT CERTIFICATE OF TITLE	<input type="checkbox"/>	Current Certificate of Title (must be issued in last 30 days).
	<input type="checkbox"/>	Copy of all Charges on Title (covenants, easements, right-of-ways).
PROPOSED SITE PLAN	<input type="checkbox"/>	Site Plan should convey what is currently existing within the property and what are the proposed changes. Please show any development permit areas, easements, SRWs, setbacks, building and structures, proposed variances etc.
DEVELOPMENT RENDERINGS/CONCEPT	<input type="checkbox"/>	A 2D or 3D concept or renderings of the proposed project for visualization or discussion purposes. These may include building design, topography, existing or planned landscape features, and use of site, all within an appropriate scale and proportion.

** If any other pertinent information regarding your development proposal is available prior to the pre-application meeting, consider providing it to staff to receive more comprehensive feedback.*

SECTION 3: (TO BE COMPLETED BY PLANNING STAFF)

Pre-Application Review Fee (\$450) Required?	Yes	No
Folder Number		
Signature		