



Pre-Consultation Meeting Request Form

A pre-consultation meeting is required prior to the acceptance of an application for official plan amendment, zoning by-law amendment, draft plan of subdivision or condominium, site plan control, and occasionally at the discretion of staff, consent and minor variance applications. Pre-consultation meetings are hosted by the Planning Department, and may include representatives from various Town departments or 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 also provides staff the opportunity to clarify the application process, provide preliminary comments on the development proposal, identify key issues and the approvals that will be required and confirm the supporting information/materials that must be submitted with the application in order to be considered a complete application under the Planning Act.

Complete and return this pre-consultation request form and the supporting submission material to the Planning Department. Upon receipt of a completed form and submission material, staff will schedule a pre-consultation meeting between the applicant/agent and the relevant Town/Agency staff. Pre-consultation meetings are typically held on the first and third Thursday afternoons of every month, on a first come, first serve basis and are held at **Town Hall, 160 Livingston Avenue, Grimsby, Ontario**. Staff will ensure that the appropriate agencies and staff are invited to the pre-consultation meeting. Your submission will allow staff/agencies the opportunity to prepare for and gather any information necessary to properly consider the proposal in the context of local, regional, provincial and agency policies, guidelines and make appropriate recommendations at the pre-consultation meeting.

Within 10 business days after the pre-consultation meeting, staff will provide the applicant/agent with a signed record of pre-consultation. The record of pre-consultation will contain a list of information and material that will be required to process the subject applications. The record of pre-consultation must be submitted with the application along with all of the required information and materials to be considered a complete application.

FOR STAFF USE ONLY

Date of Submission:	Meeting Scheduled For:
Reviewed By:	
Submission Requirements:	
Completed Form	<input type="checkbox"/>
Conceptual Plan	<input type="checkbox"/>
Required Fee(s)	<input type="checkbox"/>
Total Amount Paid:	

PLEASE SUBMIT THIS COMPLETED FORM AND ANY REQUIRED ATTACHMENTS TO:

Michaela Bray, Planner, Planning Department Email:
mbray@grimsby.ca Telephone: 905-945-9634 ext.2124

1. SUBJECT PROPERTY INFORMATION

Street Address	
Unit No.	Assessment Roll Number
Legal Description (Lot, concession, registered plan, etc.)	
Existing Use of Subject Property	
Land Area (m2 or ha)	
Current Town of Grimsby Official Plan Designation(s)	
Current Zoning (in Zoning By-law 14-45, as amended)	

2. CONTACT INFORMATION

Owner Information	
Registered Owner(s): (please indicate names exactly as shown on the Transfer Deed of Land)	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number(s)	
Email Address	
Applicant/Authorized Agent Information (if applicable)	
Owner's Authorized Agent	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number(s)	
Email Address	

3. TYPE OF APPLICATION

This is a pre-consultation meeting request for (check all that apply):

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision
- Draft Plan of Condominium
- Site Plan Control
- Consent
- Minor Variance

Please provide a detailed description of the proposal (use additional sheet if necessary):

Please attach a drawing in pdf format illustrating the following:

- Location of property and immediate surroundings (including property dimensions)
- Use of adjoining lands
- Location of existing and proposed structures and features such as pedestrian and vehicular access, parking, septic system and water supply (if applicable), road allowances, rights of way, streets and highways, watercourses, drainage ditches and natural features (trees and vegetation)
- Existing and proposed lot fabric (as appropriate);
- Proposed setbacks from lot lines and significant natural features
- Other relevant information, as appropriate, to assist staff in understanding the proposal

4. APPLICATION FEES

The applicant and/or their representative will be required to submit the following fee(s) prior to staff scheduling a pre-consultation meeting. The total amount of these fees will be deducted from the cost of the application(s). However, if an application is not submitted, the pre-consultation fee(s) are **non-refundable**. Pre-consultation fees can be found under the intended application, using:

<https://www.grimsby.ca/en/resourcesGeneral/Documents/PlanningDepartment/Fees-2022/2022-Planning.pdf>

5. DECLARATION

I, _____ certify that the information provided in this document is true to the best of my knowledge, that all required supporting documentation has been enclosed and submitted with this form, and that this information can be shared with various agencies and departments as part of the planning review process.

Further, by submitting this application, I agree to allow the Corporation of the Town of Grimsby, its employees and agents to enter the subject property for the purpose of conducting site visits that may be necessary to process this request.

Date: _____

Signature: _____