



## Township of Melancthon - Pre-Consultation Application

Please complete and submit this form to the Planning and Development Department at the Township of Melancthon.

### Fees

In accordance with the Township Tariff of Fees By-law, a \$2,000.00 Pre-Application Consultation Fee is required for all Pre-Consultation Applications. Costs will be invoiced as received (plus a \$250.00 Administration charge) and are required to be paid in full and will not be drawn from the security deposit. This Deposit will not be retained by the Municipality for any pending future Applications.

These fees may be submitted in person in form of a cheque, cash, or debit at the Municipal Administrative Office. Submissions can be made to the "Township Melancthon Planning Department" electronically. Please direct the submission to the attention of Township of Melancthon Planning and Development Department, Pre-Consultation Submission ([planner@melancthontownship.ca](mailto:planner@melancthontownship.ca)). The Application will not be processed until the applicable fee has been paid.

Upon receipt of a **Completed Application** package and all required submission materials, staff will conduct an initial review and provide Notice of Complete Pre-Consultation Application in order to schedule a Pre-Consultation Meeting. Staff will provide a required studies list to the applicant, following the meeting.

### Complete Application Requirements:

Please note that from the date of the notice of a complete application, the Township expects to take 5-7 weeks to review, circulate and organize the Pre-Consultation Meeting.

Please also ensure that the following materials are submitted in support of the Complete Pre-Consultation Application Submission Package

Complete Application Package List:

1. Pre-Consultation Application form
2. A Planning Justification Brief 1-page max. outlining the nature of the proposal.
3. Aerial Photo with Concept Plan overlaid
4. Concept Plan; and
5. Application Fees.

Application Information

DATE RECEIVED \_\_\_\_\_

Roll Number: 22-19-000-00\_\_\_\_ - \_\_\_\_\_-0000

**1. Applicant Information**

Name of Registered Owner(s):	
Address:	
City:	Postal Code:
Telephone:	Email:

If the Applicant is not the Registered Owner Name of Agent, Solicitor, or Consultant:	
Address:	
City:	Postal Code:
Telephone:	Email:

**2. Authorization**

(To be signed by the Registered Owner, if Agent has been appointed.)

As of the date of this application, I am the Registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf of:

Please print name of Agent whom I have appointed as my Agent.	
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Date	
Owner Name (Printed)	Signature of Owner
Owner Name (Printed)	Signature of Owner

## 2. Property Description

Civic / Street Address:			
Concession	Lot	Plan No.	Part No.
Size of Property Lot Area:			
(m2)	Hectares	Acres	
Lot Frontage:	(m2)		

## 3. Infrastructure (check all applicable)

<b>Road Network</b>			
Municipal Road <input type="radio"/>	County Road <input type="radio"/>	Provincial Highway <input type="radio"/>	Private Road <input type="radio"/>
<b>Water supply</b>			
Private individual well <input type="radio"/>	Private communal well <input type="radio"/>		
Other:			
<b>Sanitary/sewage disposal</b>			
Privately owned and operated individual septic system <input type="radio"/>	Privately owned and operated communal collection system <input type="radio"/>		
Other:			

## 4. Land Use

<b>Current Use</b>		
Vacant Lot:	Yes <input type="radio"/>	No <input type="radio"/>
Please describe the current use of the property:		
Designation in County Official Plan		
Designation in Local Official Plan:		
Zoning:		
<b>Proposed Future Use</b>		
Change to County Official Plan Designation:	Yes <input type="radio"/>	NA <input type="radio"/>
Change to Local Official Plan Designation:	Yes <input type="radio"/>	NA <input type="radio"/>
Is the proposed use currently permitted under the Township of Melancthon's Official Plan and Zoning By-law		
Yes <input type="radio"/>	No <input type="radio"/>	

## 5. Additional Information

Has there ever been an industrial or commercial use, including gas station on the subject land or adjacent lands?		
Yes 0	No 0	Unknown 0
Is there reason to believe the subject lands have been contaminated by former uses on the site or adjacent lands?		
Yes 0	No 0	Unknown 0
Has there ever been waste disposal on the subject land or adjacent lands?		
Yes 0	No 0	Unknown 0
If yes, provide MOE Certificate of Approval #:		

## 6. Proposed Planning and Development Applications

Please indicate below the required Planning and Development Applications in order to facilitate the proposed development (please check):

- Consents (Severances).**
- Minor Variance.**
- Official Plan Amendment.**
- Zoning By-law Amendment.**
- Site Plan Approval; and**
- Subdivision Control.**

Have any other applications been made in order to facilitate development on the subject property? Please specify below:

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## 7. 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 Township of Melancthon, 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: \_\_\_\_\_

### Aerial Image Requirements:

- Detailed imagery of the subject property and surrounding properties immediately adjacent to it; and
- Concept plan overlaid on the subject property.

### Concept Plan Requirements:

- Location of the 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 ways, streets and highways, watercourses, drainage ditches, railway corridors, and natural features (trees and vegetation);
- Existing and proposed lot fabric (as appropriate);
- Proposed setbacks from lot lines, watercourses and significant natural features; and
- Other relevant information, as appropriate, to assist staff in understanding the proposal.