



Municipality of
Dutton Dunwich

APPLICATION FOR PLANNING PRE-APPLICATION CONSULTATION

APPLICATION FEE: \$0 (2020-28 Fees By-law).

INSTRUCTIONS

Include the following documents when submitting this form: Deed or Offer to Purchase, Sketch or a recent Plan of Survey of subject land, Conceptual Site Plan, Draft Plan (if required) and any other document or drawings required for the development proposal. Provide as much information as possible, even if conceptual or draft. One hard copy and one PDF copy is required.

Read and complete the form in full, sign and date. Submit this application form, the application fee and required information, document, and/or drawings to Tracey Pillon-Abbs, Planner, Municipality of Dutton Dunwich, planning@duttondunwich.on.ca, 199 Currie Road, Dutton, ON, N0L 1J0, 519-762-2204.

APPLICATION PROCESS

Pre-application consultation with the Municipal Planner is mandatory per By-law 2020-31. The Planner will assist you in determining what information and materials will be required in order to deem the application complete.

The application form, and all required information, documents, and drawings are strictly confidential.

The Planner will review the application form and attached documents for any errors, omissions, or clarification. The Pre-Application form is circulated to relevant municipal departments and external agencies to determine what supporting studies, documents, and information are required, if any. Please allow 2 to 4 weeks for a response.

The Pre-Application process does not imply or suggest any position or decision whatsoever on behalf of The Municipality of Dutton Dunwich. Municipal departments and external agencies may provide comments for processes. These comments are for information purposes only and do not represent the official position of the municipal department or external agency.

A Pre-Application Letter outlining the required studies, documents, and information is sent by email and/or regular mail to the authorized agent, or in the absence of an authorized agent, and is valid for one year.

It may be determined during the review of a development application that additional supporting studies, documents and information is required as a result of issues arising during the processing of that application. The applicant will be required to provide all supporting studies, documents and information identified through the Pre-Application Consultation and through the review of any development application.

OWNER AND APPLICANT INFORMATION

Name of Owner(s):

Address:

Telephone, Fax, Email:

Name of Applicant:

Address:

Telephone, Fax, Email:

Correspondence should be sent to: _____ Owner _____ Applicant _____ Both

SUBJECT LAND INFORMATION

Municipal Address:

Lot:

Concession:

Legal Description:

Name and Address of any mortgagees, charges or other encumbrances:

Any easements or restrictive covenants affecting the subject lands:

Frontage(m):	Depth (m):	Area (sq.m/ha):
--------------	------------	-----------------

Existing Uses (include length of time):

Previous Uses:

PROPOSED DEVELOPMENT INFORMATION

Current Official Plan Designation: _____

Current Zoning By-law Classification: _____

Describe the nature and scope of the proposed development. For residential development, indicate the proposed number of dwelling units and number of parking spaces. For non-residential development, indicate the proposed total gross floor area and number of parking spaces. Be descriptive as possible:

What Planning Act process will you apply for? Check all that apply:

Official Plan Amendment (OPA):	Zoning By-law Amendment (ZBA):
Holding Removal (H):	Temporary Use By-law:
Plan of Subdivision:	Plan of Condominium:
Part Lot Control:	Site Plan Control (SPC):
Consent:	Minor Variance:

Number and type(s) of buildings or structures **existing** on the subject land:

Number and type(s) of buildings or structures **proposed** to be built on the subject land:

Existing uses of abutting properties:

North:

East:

South:

West:

Have the subject lands ever been subject to any of the following applications (provide file number and status):

- Official Plan Amendment: Yes ____ No ____
- Zoning By-law Amendment: Yes ____ No ____
- Minor Variance: Yes ____ No ____
- Consent/Severance: Yes ____ No ____
- Plan of Subdivision: Yes ____ No ____
- Site Plan Control: Yes ____ No ____

AVAILABLE SERVICES

Water is supplied to the subject property by the following:

- ___ Publicly owned and operated piped water system
- ___ Private well
- ___ Communal well (privately owned/operated)

Sewage disposal is provided to the subject property by the following:

- ___ Publicly owned and operated sewage disposal system
- ___ Private sewage system
- ___ Communal system (privately owned/operated)
- ___ Other _____

Storm drainage is provided to the subject property by the following:

- Sewers
- Ditches
- Swales
- Other _____

Access is provided to the subject property by the following:

- Provincial Highway
- Municipal Road (yearly maintenance)
- Municipal Road (seasonal maintenance)
- County Road
- Right-of-Way
- Other _____

If access to subject land is by private road or right-of-way, please indicate the name of the owner of the land or road, who is responsible for its maintenance and whether it is seasonal or year-round.

SKETCH INSTRUCTIONS

Attach a sketch showing, in metric units:

1. the boundaries, zoning matrix and dimensions of the subject lands;
2. the location, size and type of all existing buildings or structures on the subject land, including their distance from the front lot line, rear lot line and side lines;
3. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application;
4. the current uses of all land that is adjacent to the subject land;
5. the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
6. if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
7. the location and nature of any easement affecting the subject land.

ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

Use or Feature	On Subject Land
Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?	__Yes __ No __ Unknown
Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?	__Yes __ No __ Unknown
Has there been petroleum or other fuel stored on the subject land or adjacent lands?	__Yes __ No __ Unknown
Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?	__Yes __ No __ Unknown
Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?	__Yes __ No __ Unknown
Agricultural Operation including livestock facility or stockyard within 500 m?	__Yes __ No __ Unknown
Have the lands or adjacent lands ever been used as a weapons firing range?	__Yes __ No __ Unknown
Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?	__Yes __ No __ Unknown
If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?	__Yes __ No __ Unknown
Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?	__Yes __ No __ Unknown
Industrial or Commercial Use (specify users)?	__Yes __ No __ Unknown
Natural Heritage Feature on or within 120 metres of subject land?	__Yes __ No __ Unknown
Flood Plain?	__Yes __ No __ Unknown
Active Railway within 500 m?	__Yes __ No __ Unknown

AUTHORIZATION AND ACKNOWLEDGEMENTS

I/WE, _____, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

I/WE acknowledge that receipt of this application does not guarantee it to be a complete application.

I/WE hereby authorize staff of The Municipality of Dutton Dunwich to enter upon the subject lands and premises described in the application form for the purpose of evaluating the merits of this application.

Dated this _____ day of _____, _____

Signature of Applicant
(owner or authorized agent)

<p>For Office Use:</p> <ul style="list-style-type: none">• Complete Application Date Received:• Amount Received and Receipt No:• File Number:
