



## Pre-Consultation Meeting Request Form

Name of Individual Requesting Meeting: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Project *(please provide a brief description of your proposal):*

### Location of Subject Property:

Civic Address: \_\_\_\_\_

Reference/Registered Plan Number: \_\_\_\_\_

Part/Lot/Block Number: \_\_\_\_\_

Concession Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

Meeting Attendees *(please include the name, title/relationship to proposal, email address and meeting method for each attendee):*

Name	Title/Relationship to Proposal	Email Address	Meeting Method <i>(Virtual or in Person)</i>

**Documents Included:**

(Please note that all required documents must be submitted **two weeks** prior to the meeting date to avoid rescheduling of the meeting)

The following information must be included on a to-scale sketch

(Please check to confirm the following has been included)

Boundaries, dimensions and area of the subject property (to scale, on a plan of survey if available)

Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line, and the side yard lots lines, parking existing and proposed

Approximate location of all natural and artificial features on the subject land and on adjacent land including: buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, floodplains, wooded areas, wells and septic systems, and any such features which in the applicant's opinion may affect the application

Current uses on the land adjacent to the subject land (if known)

Indication of road name and any right of ways of easements (if known)

Potential location for entrances and services