

DEVELOPMENT APPLICATION PRE-CONSULTATION REQUEST FORM

*Pre-consultation pursuant to
Planning Act ss. 22(3.1), 34(10.0.1), 41(3.1), and 51(16.1).*

For County of Brant Use ONLY

DATE RECEIVED:	
NEXT AVAILABLE	
MEETING DATE:	
RELATED APPLICATIONS / ADDITIONAL NOTES:	

Pre-Consultation Meeting Submission Requirements

- The following items are required as part of a “complete” Pre-Consultation Request Submission.
- Submissions can be forwarded to the attention of the County of Brant - Director of Planning Mat Vaughan at planning@brant.ca.
- Submissions are deemed “complete” by Development Services – Planning Division Staff.

- 1. Completed ‘Pre-consultation Request’ Form
- 2. Proof of Ownership or Authorization from the Property Owner
- 3. \$500 - Pre-Consultation Request Application Fee, Non-refundable (cheque or online payment)
- 4. Proposal Summary / Justification Letter (see expectations below)
- 5. Drawing: Proposed Site Plan (see expectations below)

Submission Format

- 1 Digital Copy (USB, Email etc.)

Property Information

Municipal Address:	
Town/ Township:	
Legal Description (Lot, Block, Concession, Plan #):	
Roll Number(s)	2920 -
Current Official Plan Designation:	
Current Zoning Classification:	



County of Brant Development Services

Registered Owner(s) – Contact Information

Name of Owner(s):		
Company Name:		
Mailing Address:		
Email Address:		Phone #:

Applicant(s) – Contact Information

Name of Applicant(s):		
Company Name:		
Mailing Address:		
Email Address:		Phone #:

Agent(s) – Contact Information

Name of Agent(s):		
Company Name:		
Mailing Address:		
Email Address:		Phone #:

Owner's Authorization:

I, _____, am the registered owner of the land that is the subject of this planning document hereby authorize (Applicant / Agent) _____ to prepare and submit this application for consideration / review.

Signature of Owner: _____

Date: _____

Required Information – Check List:

The following items are required to be provided / considered as part of the “complete” Pre-Consultation Request Submission.

- Proposal Summary Letter** – Outlining the following details, as applicable:
 - Existing Conditions: Brief / general explanation & history of existing / surrounding land uses, buildings, access, parking, services (water, sanitary, storm, hydro, gas, etc.)
 - Proposed Use(s): Detailed explanation of proposed use(s) / business, outdoor storage, number of employees etc.
 - Proposed Services: Brief / general explanation of proposed services (water, sanitary, storm, hydro, gas etc.)
 - Traffic Impact: Brief / general explanation of estimated vehicular / pedestrian traffic generated by the proposed development
 - Proposed Site Works: Brief / general explanation of works proposed on site including importing/exporting fill, on site grading, work proposed within the municipal right-of-way, entrance improvements etc.
 - Additional Information: GRCA/ LPRCA, OMAFRA MDS, contamination, archeological, source water protection, noise, vibration, odour, dust, licences, regulations, etc.
(As / Required)

- Drawing: Proposed Site Plan** - Outlining the following details, as applicable:
 - Property Dimensions Identify lot lines, frontage, area, legal description, surrounding land uses.
 - Existing / Proposed Buildings & Structures Identify location, dimensions, setbacks, height and area of all existing and proposed building & structures.
 - Services (Water, Sanitary, Storm, Hydro, Gas) Identify the location of all existing services (water, sanitary, storm connection, well, sanitary, storm water management area, Hydro, Gas etc.).
 - Parking / Loading Identify and dimension existing and proposed parking (standard and accessible) and locating area as required.
 - Landscaping Identify existing and proposed landscaping areas and features
 - Fire Route Identify the fire route access into the site.
 - Surface Materials Identify the type and limits of existing and proposed surface materials on site (grass, gravel, asphalt, concrete etc.)
 - Additional Information: Existing / Proposed Access or Service Easements, GRCA/ LPRCA Regulation Limits etc.
(As Required)

Request for Pre-Consultation

The 'Pre-Consultation Request Form' is required to be completed by the Owner or Authorized Agent of the subject property. All information on this form, together with all supporting documentation and the associated fee as required per the current County of Brant Official Plan, Zoning By-law and Site Plan Control Bylaw 157-03. The request for pre-consultation must be considered "complete" by the County of Brant prior to scheduling a meeting date. The pre-consultation fee is credited to the fee total associated with a development application if applied for within 1-Year.

What is a Pre-Consultation Meeting?

Prior to making a development application under the Planning Act, a Pre-Consultation meeting is required. The Pre-Consultation meeting provides the Agent/Applicant with an opportunity to present and review the proposed development application with various County of Brant Departments and related commenting Agencies. The Pre-Consultation meeting will assist in identifying and discussing potential concerns, determining process, timelines, associated fees and the required information / materials required to be submitted with the formal application as part of a "complete" submission.

Meeting Dates / Timing

Pre-Consultation submissions are circulated and reviewed by County of Brant departments and commenting agencies as deemed appropriate and based on the nature of the application. Meetings typically occur twice during each month to review a range of development application proposals. The Agent / Applicant / Owner will be notified of the meeting date and specific once a request is deemed to be "complete". A schedule of the meeting dates is included with this form.

Comments / Meeting Minutes

Comments received as part of the internal / external circulation will be presented to the Agent / Applicant / Owner at the Pre-Consultation meeting by the County of Brant Staff. A record of the Minutes and "complete" formal submission requirements will be provided 1 week following the meeting date.

2021 Meeting Dates (subject to change)

January 14, 2021	April 1, 2021	July 1, 2021	October 8, 2021
February 4, 2021	April 22, 2021	July 22, 2021	October 22, 2021
February 18, 2021	May 6, 2021	August 5, 2021	November 4, 2021
March 4, 2021	May 20, 2021	August 19, 2021	November 18, 2021
March 18, 2021	June 3, 2021	September 2, 2021	December 2, 2021
	June 17, 2021	September 23, 2021	December 16, 2021

**Targeted meeting date should allow for minimum 2 weeks for circulation. Meeting Dates are subject to change.*