

**Planning Department Office Use Only**

Date Received: \_\_\_\_\_, 2020

Receipt: \_\_\_\_\_

Roll #: 4442-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_



## Pre-consultation Request

Complete this form to request a pre-consultation with Planning Department staff prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Pre-consultation can improve application processing times.

### Requirements

Please ensure that your request contains the following information.

- Completed request form, including description summarizing the development proposal
- Conceptual plan. Must include, but not be limited to the proposed and/or existing buildings and structures, lot-lines, natural features, landscaped areas, parking areas, setbacks, servicing, and roads.
- Fee:** \$250.00 (Where a pre-consultation fee has been paid, the corresponding application fee will be reduced by the amount of the pre-consultation fee where a complete application for the same proposal is received within three months)

Personal information on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, and will be used in processing this application. Questions regarding the collection of this information should be directed to: Manager of Planning, Corporation of the Town of Huntsville, 37 Main Street East, Huntsville, Ontario, P1H 1A1, (705) 789-1751 or [planning@huntsville.ca](mailto:planning@huntsville.ca).

### TO BE COMPLETED BY APPLICANT:

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**REGISTERED OWNER & CONTACT INFORMATION (s):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**AGENT & CONTACT INFORMATION (s):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**DESCRIPTION OF PROPOSAL:**

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Official Plan Designation (existing):** \_\_\_\_\_

**Proposed (if applicable):** \_\_\_\_\_

**Zoning (existing):** \_\_\_\_\_

**Proposed (if applicable):** \_\_\_\_\_

Frontage (road): \_\_\_\_\_ Frontage (water): \_\_\_\_\_

Depth: \_\_\_\_\_ Area: \_\_\_\_\_

Existing Uses: \_\_\_\_\_

Existing use of abutting property: \_\_\_\_\_

**SERVICES**

**Access**

- Municipal Road (Year-round maintained)
- Municipal Road (Seasonally maintained)

- District Road
- Existing Private Road
- Provincial Highway
- Other \_\_\_\_\_
- Water\*

\*If access is by water only, please indicate the parking and docking facilities to be used and the approximate distance of those facilities from the subject land and nearest public road.

**Potable Water**

- Municipally owned and operated
- Lake/River
- Well
- Other (specify) \_\_\_\_\_

**Storm Water**

- Municipally owned and operated sewers
- Ditches

**Sewage Disposal**

- Municipally owned and operated
- Septic Tank and Tile Field
- Privy Pit
- Other (specify) \_\_\_\_\_

- Swales
- Other: \_\_\_\_\_

**AUTHORIZATION FOR AGENT**

I/we \_\_\_\_\_ authorize \_\_\_\_\_  
to act as our agent(s) for the purpose of this application.

\_\_\_\_\_  
(Signature of owner)

**AUTHORIZATION FOR ACCESS**

I/we, \_\_\_\_\_, hereby permit the Town and its representatives to enter upon the property during regular business hours for the purpose of performing inspections of the property.

\_\_\_\_\_  
(Signature of owner)