



## 2025 PRE-CONSULTATION APPLICATION

**\*\*FOR OFFICE USE ONLY\*\***

Date Received:	Date Accepted:	Fee Paid:	File Number:

### **INSTRUCTIONS**

Pre-consultation does not imply or suggest any decision whatsoever on behalf of staff or the Township to either support or refuse the application. Comments provided during pre-consultation are preliminary and based on the information submitted for review at that time. Comments provided are unable to incorporate any public consultation.

**Early consultation with neighbours is encouraged to identify and/or resolve potential concerns.**

This form, and the information about your development proposal, will be used to determine what documentation is required to support your Complete Planning Act Application(s) as per the Planning Act. It may be determined during the review of the formal application submission that additional studies or information is required as a result of issues arising during the processing of the application or due to new policies, legislation or regulations.

It is the responsibility of the applicant to research and evaluate the site and proposal to ensure that the development will conform to applicable provincial, regional and municipal legislation and policies (e.g. provincial policy, official plans, zoning by-law). Any pertinent information should be reflected in the application form.

Additional financial payments and costs may be required through the processing of an application, including, but not limited to, peer review of materials and/or information, agreements and associated fees. Fees and payments such as parkland dedication (or cash-in-lieu), development chargers, payment of outstanding taxes, securities, and road improvements may be required.

Certain infrastructure projects to service developments are subject to the provisions of the Environmental Assessment Act. The applicant is advised to consult with their engineering consultant to provide determination in this matter.

Additional applications to other public agencies and governments including, Provincial, Regional, Conservation Authority, and/or other Township Departments, may be necessary depending on the nature of the application.



## **2025 Application Fees – Township of North Dumfries**

Please see Township Fee By-law for details. The following is a summary of application fees:

<b>Required as Part of a Complete Application</b>	
Township Pre-Consultation Application Fee	\$555

## **Submission Checklist for Application**

- ☐ Township of North Dumfries Application Fee(s)
- ☐ Additional fees may be required by external agencies (Region of Waterloo, GRCA, etc.)
- ☐ Digital copy of Cover letter outlining details of proposal
- ☐ Digital copy of the Original Application Form with original signature(s)
  - ☐ Agent Authorization: If the applicant is not the owner, the owner's written authorization to the applicant to make the application is required
    - If the owner is an incorporated company, Articles of Incorporation are required
  - ☐ Affidavit or sworn declaration by the applicant that the information provided by the applicant is accurate
  - ☐ Region of Waterloo Environmental Site Screening Questionnaire
- ☐ Digital Copy of the Site Plan / Drawings (see detailed drawing requirements below):
  - Context Plan illustrating both the subject lands and the adjacent lands
  - Site Plan as requirements outlined below showing the property subject to the proposal
  - For site plan pre-consultation, the above plus grading, elevation, and landscape concept
- ☐ Please contact Planning Staff to determine if a scoped Planning Justification Report is required. A scoped report may be required for complex planning matters such as proposing non-agricultural uses (e.g. agricultural-related, on-farm diversified, other uses) in rural areas.
- ☐ Digital copies of supporting technical information or studies that may assist in the review:
  - Hydrogeological
  - Engineering Drawings, Stormwater Management Plan
  - Urban Design Brief, Landscape, and Elevation Drawing(s)
- ☐ Digital Copy of Notice of Water Source Protection Plan Compliance (more information available at (<https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/>))

## **Drawing Requirements**

Drawing(s), showing the following information, in metric units:

- ☐ Drawing(s) must clearly illustrate what is proposed. Drawing(s) must clearly distinguish what is proposed from existing buildings, structures, and features.
- ☐ The boundaries and dimensions of the subject land. If applicable, the part that is to be severed and the part that is to be retained (or in the case of an easement the part that is subject to the easement).
- ☐ The boundaries and dimension of any land owned by the owner of the subject land and that abuts the subject land.
- ☐ The approximate location of all existing natural and artificial features (for example, buildings, parking, railways, roads, watercourses, drainage ditches, banks of rivers, wetlands, wooded areas, wells and septic tanks, livestock facilities) including dimensions and setbacks from lot lines 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



- ☐ The location of proposed buildings, structures, parking, wells, septic tanks, stormwater management facilities, fire routes, and fire supply. Dimensions and setbacks must be included. Proposed removal of any buildings, structures or natural features (e.g. trees).
- ☐ The location and name of any roads, within or abutting the subject land, including whether it is an unopened road allowance, a public travelled road or a right of way.
- ☐ The location and nature of any easement affecting the subject land.

## **Procedure**

The procedure to process a Pre-Consultation Application is as follows:

- Planning staff review the application for its completeness and accuracy. Incomplete applications will not be accepted, and the applicant will be notified by staff of any deficiencies. Once the application is reviewed for completeness, an Invoice for payment will be issued by Staff to the applicant for payment. Please do not submit payment before Staff have had an opportunity to review the application for completeness.
- Planning staff prepare a circulation to other departments and agencies.
- Planning staff will review the proposal to determine whether a meeting with the applicant and review agencies is necessary. If the proposal does not conform with planning policy, the applicant will be informed in writing and a meeting with review agencies may not be scheduled. If staff determine that a meeting is necessary, a meeting will be scheduled at the earliest possible date based on scheduling availability.

Please note that the Township does not have a regular meeting schedule. It should also be noted that meetings are difficult to schedule during the months of July and August. As a result, applications may be delayed if submitted during this time period.

## **Collection of Personal Information**

Personal information on the following forms and any supporting documentation is collected under the authority of the Planning Act and will be used by the Planning Department in the processing of the application. The information may be used by other departments and agencies for the purpose of assessing the proposal. This information may also be released to the public.



**2025 PRE-CONSULTATION APPLICATION FORM**

Date of Application

Type of Planning Application (check all that apply)

Official Plan Amendment ☐ Site Plan Approval ☐ Plan of Subdivision ☐

Zoning By-law Amendment ☐ Consent / Lot Line Adjustment ☐ Plan of Condominium ☐

**PART A – SITE ADDRESS AND LEGAL DESCRIPTION**

Civic Address

Assessment Roll Number(s)

Lot/Block and Concession

Registered Plan

Reference Plan

**PART B – APPLICANT INFORMATION**

	Name and Address		Phone / E-mail	
<b>Registered Owner</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Applicant/ Agent</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Mortgagees, Holders of Charges or Other Encumbrances</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
<b>Solicitor if Applicable</b>	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			



## PART C – DESCRIPTION OF DEVELOPMENT PROPOSAL

Describe in detail the proposed development including proposed uses:

Are there any easements or restrictive covenants affecting the subject land?

If yes, describe it and its effect.

Please describe the subject lands by providing the following information:

Parcel Data	Description	
Lot Width (m)		
Lot Depth (m)		
Lot Area (sq m or hectares)		
Side Yards (m)		
Minimum Side Yards (m) required in Zoning By-law		
Rear Yard (m)		
Minimum Rear Yard (m) required in Zoning By-law		
Building front line setback (m)		
Minimum building front line setback in Zoning By-law		
Existing land uses  Include separate sheet or provide on sketch if there are more buildings	<b>Primary Use:</b>	
	Date of Construction:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	



	<b>Secondary Use:</b>	
	Date of Construction:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	
Proposed land uses  Include separate sheet or provide on sketch if there are more buildings	<b>Proposed Use:</b>	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	
	<b>Additional Use:</b>	
	Date of Construction:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Height from Established Grade:	
Type of vehicle access	<input type="checkbox"/> provincial highway <input type="checkbox"/> municipal road <input type="checkbox"/> right-of-way <input type="checkbox"/> water access	
Water service	<input type="checkbox"/> municipal watermain <input type="checkbox"/> communal source <input type="checkbox"/> well <input type="checkbox"/> cistern <input type="checkbox"/> other	
Sanitary service	<input type="checkbox"/> municipal sewer <input type="checkbox"/> communal system <input type="checkbox"/> septic system <input type="checkbox"/> holding tank <input type="checkbox"/> other	
Storm drainage is provided by	<input type="checkbox"/> sewers <input type="checkbox"/> ditches <input type="checkbox"/> swales <input type="checkbox"/> other	



**PART D - LAND USE PLANNING**

Land Use Criteria	Description
1. How are the subject lands designated in the Township of North Dumfries Official Plan (include all Schedules, e.g. land use, greenlands network, water source protection, agricultural)?	
2. Does the application conform to the Township Official Plan (e.g. lot creation, land use compatibility policies, cultural heritage)? Explain.	
3. Does the proposal conform to the Regional Official Plan designations and policies (e.g. lot creation policies)? Explain.	
4. Does the application conform or conflict with provincial plans (e.g. Provincial Planning Statement)? Explain.	
5. Is the site located within a Source Water Protection Area? The Owner must obtain a Notice of Source Protection Plan Compliance (Section 59 Notice), available on the Region's Website at <a href="https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/">https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/</a>	
6. Has the Region of Waterloo Environmental Site Screening Questionnaire been completed?	



<p>7. How is the proposed development compatible with the surrounding neighbourhood?</p> <ul style="list-style-type: none"><li>• Density, scale, height</li><li>• Massing, visual impact, architectural character</li><li>• Preservation of natural features</li><li>• Landscaping, setbacks</li></ul>	
<p>8. If the proposal includes residential dwelling units, what is the proposed tenure/housing type? (Please list all that apply)</p>	<p><input type="checkbox"/> Market Rental Housing <input type="checkbox"/> Market Home Ownership <input type="checkbox"/> Affordable Rental Housing <input type="checkbox"/> Affordable Home Ownership <input type="checkbox"/> Non-Profit Housing</p>
<p>9. What is the zoning of the subject lands and does the proposal conform to the Zoning By-law? If not, a minor variance may be required.</p>	
<p>10. Do the existing and proposed lots have frontage on a public road?</p>	
<p>11. Is the site regulated by Grand River Conservation Authority? If yes, the Owner is responsible for obtaining all necessary approvals.</p>	
<p>12. Are there any natural features on or adjacent to the subject lands?</p> <ul style="list-style-type: none"><li>• Wetlands, forests, trees, fish habitat</li><li>• Valleys, erosion hazards, floodplains</li><li>• Wildlife habitat, endangered or threatened species habitat</li><li>• Areas of natural and scientific interest</li><li>• Groundwater recharge areas, headwaters or aquifers</li><li>• Potential for linkages between existing natural features</li></ul> <p>How will the proposal maintain, enhance and protect natural features including natural heritage linkages?</p>	





13. Does the subject land contain or is it located within 300 m of any known or potential areas of archaeological resources? Please use screening checklist from Ministry of Tourism, Culture and Sport (MTCS) website at <a href="https://forms.mgcs.gov.on.ca/dataset/021-0478">https://forms.mgcs.gov.on.ca/dataset/021-0478</a> If yes, an Archaeological Assessment may be required.	
14. Does the subject land contain or is it located within 300 m of any known or potential cultural heritage resources? Go to the MTCS website at <a href="https://forms.mgcs.gov.on.ca/dataset/021-0500">https://forms.mgcs.gov.on.ca/dataset/021-0500</a> for screening criteria check list.	
15. Do the subject lands contain or adjacent to a property that is listed or designated on the Municipal Heritage Registry or within the Greenfield Heritage Conservation District? <a href="https://www.northdumfries.ca/en/doing-business/heritage-properties-regulations-permits.aspx">https://www.northdumfries.ca/en/doing-business/heritage-properties-regulations-permits.aspx</a>	
16. If the application is in the rural area, does the proposal conform to the provincial Minimum Distance Separation (MDS) Formulae? MDS compliance must be demonstrated by the applicant.	
17. Will development hinder access to mineral aggregate resources as designated in the Official Plan? Will development hinder continuation of extraction of existing pits and quarries?	
18. Is there an active rail line within 300 m?	

**Status of Current and Other Applications under the Planning Act**

Are the subject lands or have the subject lands ever been the subject of an application for a Plan of Subdivision, Zoning Amendment, Minor Variance or Consent under the Planning Act? If yes, please list File No.(s) and decisions.

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## **PART E – AUTHORIZATION**

### **Registered Owner's Authorization**

The registered owner must complete the following, if the owner is not the applicant:

I, we,

being the Registered Owners of the subject lands, hereby authorize,

to prepare and submit this application.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Note: If the owner is an incorporated company, Articles of Incorporation are required.

### **ACKNOWLEDGEMENT**

I understand that receipt of this application by the Township of North Dumfries - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## PART F – AFFADAVIT OR SWORN DECLARATION

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### Affidavit

I hereby authorize the members of the Township of North Dumfries Committee of Adjustment, members of the staff of the Township of North Dumfries and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

I, \_\_\_\_\_ of the \_\_\_\_\_  
(owner, applicant, agent) (township, city)

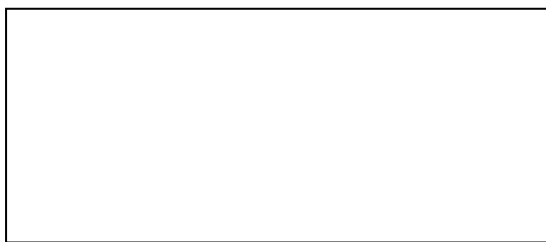
of \_\_\_\_\_ in the Province of Ontario

Solemnly declare that:

All of the statements outlined in this application are true, 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 and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
(township, city)

in the Province of Ontario this \_\_\_\_\_ day of \_\_\_\_\_ 2025.



Stamp

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
a Commissioner, etc.

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### Sworn Declaration

I hereby solemnly declare that all of the information provided in this application is true.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Owner(s)/Applicant



**REGIONAL MUNICIPALITY OF WATERLOO**

**ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE**

**This form must be completed by the property owner(s) for all development applications submitted to the Township of North Dumfries on behalf of the Regional Municipality of Waterloo**

**1. Location of Subject Lands:**

Municipal Address

Legal Description

**2. What are the current uses of the property?**

**3. Was the subject property ever used for industrial purposes? If YES, please describe approximate dates and types of industry:**

**4. Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? If YES, please describe approximate dates and types of commercial activity:**

**5. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If YES, when? If YES, please provide description of waste materials:**



6. Have hazardous materials ever been stored or generated on the property (e.g. has registration on the Hazardous Information Network or other permits been required?). If yes, please summarize details.

7. Is there reason to believe that this property may be potentially contaminated based on historical use of this property or an abutting property? If yes, please describe the nature of the suspected contamination.

8. Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?

9. Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize the details.

10. Does the property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details.

11. Does the property have or ever had a septic system?



12. Have any environmental documents been prepared or issued for this property, including but not limited to a Phase 1 environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?

13. Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?

**14. DECLARATION OF PROPERTY OWNER(S)**

I,  am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information in this questionnaire is true.

DECLARED before me

in the

Commissioner of Oath (Print Name)

Municipality

This day  of , 2025.

\_\_\_\_\_  
Commissioner of Oath (signature)

\_\_\_\_\_  
Registered Owner (signature)

Stamp

*Office Use*

File No.: \_\_\_\_\_