

The purpose of these Guidelines is to assist persons in completing the Pre-Application Consultation form. Please contact the Municipal Office directly if you require clarification on any matter covered by this application form.

1. It is mandatory to engage in a pre-application consultation with the Town prior to submitting a Town Official Plan Amendment application, a Zoning By-law Amendment application, and a Site Plan Control application. A pre-consultation may be required for a minor variance application.

Please contact the County of Wellington to determine if a pre-application consultation is required for applications for plan of subdivision, plan of condominium, part lot exemption, or consent.

Please note a separate pre-application consultation is required for each Planning Act application.

2. For a complete application, please submit the following:

- Application form
- Application Fee and Deposit
- Cover Letter
- Conceptual Site/Block Plan with:
 - all property boundaries and dimensions of the subject lands
 - all existing/proposed structures and their sizes
 - the distance between all existing/proposed structures and the property lines
 - all measurements
 - showing the boundary and dimensions of the subject property, and all existing and proposed buildings and structures
 - easements, restrictive covenants
 - natural features (i.e. water body and associated hazard lands, wetlands)
 - north arrow and scale
 - public/private road allowances and right-of-ways
 - Preliminary site statistics, including but not limited to building density, Gross Floor Area, number of buildings, building height, paved surface area, landscaped open space, etc.

3. Please submit your application electronically to planning@erin.ca or drop-off the application to: Attn: Planning Department, Corporation of the Town of Erin, 5684 Trafalgar Road, Hillsburgh ON N0B 1Z0.

4. Application fees payable to the Town of Erin upon submission of the application are as per the Fee Schedule. Please note the deposit taken is used to pay legal, planning, peer review and other associated costs with respect to the processing of the subject application. If additional costs are encountered by the Town through the processing of your application, you will be responsible for all said costs.

5. Comments shall remain in effect for a period of one (1) year from the date of complete application or sooner if applicable Provincial legislation, Regulations, Policies or Plans change, and/or if the Municipality amends or replaces the applicable Official Plan policies, land use designations and/or zoning/zoning standards. Following which, a subsequent application may be required.

For further information, please contact:

Planning@erin.ca



Pre-Application Consultation Request Form

<i>For Office use:</i>	Application Fee Received:
	Date Received:
	File Number:
	Date Complete Application Filed:
	Roll Number:

1. Specify (x) the type of application being submitted:

	Official Plan Amendment
	Zoning By-law Amendment
	Removal of Holding
	Temporary Use
	Site Plan Application
	Minor Variance
	Plan of Subdivision/Plan of Condominium
	Consent

2. General Information

Applicant Information		
Owner (Full name and address of Owner(s), whether a Corporation/Individual, must be provided)		
Owner(s):		
Address:		Municipality:
Phone:	E-Mail:	Postal Code:
Agent *** If different from above***		
Name:		
Address:		Municipality:
Phone:	E-Mail:	Postal Code:

3. Description of Property:

Provide a description of the entire property:	
Street Address:	Town:

Concession:	Lot:	Registered Plan #:
Width of Road Allowance (if known):		
Road or Street Providing access to subject property:		
Lot Frontage:	Lot Depth:	Lot Area:

4. Existing Land Use:

Current Use & Existing Structures

5. Existing Planning Framework

Town of Erin Official Plan
County of Wellington Official Plan
Town of Erin Zoning By-law
Source Protection Plan
Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of an approved Source Protection Plan in effect? YES <input type="checkbox"/> NO <input type="checkbox"/>

6. Proposal Details

Please provide a detailed description of the proposal, including but not limited to, number of proposed/existing units, size and use of any existing/proposed buildings, etc. Please provide any preliminary plans which are available. Please provide additional details on a separate sheet if necessary.

Purpose of the application

Declaration:

By submitting this application, I agree to allow the Town of Erin, its employees and agents to enter the subject property for the purpose of conducting visual surveys that may be necessary to process this request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or re-grade the site during the processing of this request.

Owner, Applicant or Authorized Agent
(circle which applies)

Signature