
Pre-Consultation Meetings

Pre-consultation meetings are available for medium to large development proposals that may be complex and/or may have many internal department/external agency comments. A pre-consultation meeting is an opportunity to hear the applicable agencies' comments, ask questions, and determine what is required for a complete application. All information discussed in a pre-consultation meeting is considered confidential until a *Planning Act* application is submitted. The pre-consultation meetings occur on the first and third Wednesday of every month. There will be three, one hour time slots per meeting date (9, 10, and 11 am). Please note pre-consultation notes are valid for one year.

Information Required from the proponent prior to scheduling a pre-consultation meeting:

1. Application Form
2. Detailed concept plan
3. Pre-Consultation Meeting Fee (2022 fee is \$330.00)
4. Long Point Region Conservation Authority Fee (2021 fee is \$339.00), if applicable

Paying Fees

- Fees can be paid via debit/credit or cheque at the Administration Building in Cayuga with a Customer Service Representative. Cheques can be made payable to Haldimand County and can be mailed to the Administration Building addressed to the Planning & Development Division, attention Jessica Easson, Planning Technician. The enclosed cheque can also be submitted through the Administration Building Dropbox off of Chippewa Street. Please also include a note that the payment is for a pre-consultation meeting request.
- Pre-consultation meeting fees currently **CANNOT** be paid over the phone or via e-transfer. Haldimand County is working towards being able to accept these fee payments in the future.
- Proposals within the Long Point Region Conservation Authority regulated areas are also subject to an additional Fee. The LPRCA fee is \$300 plus HST totaling \$339.00. Cheques can be made payable to LPRCA and can be submitted with the pre-consultation meeting application.

The Pre-Consultation Process

- Please provide all required information identified above to Jessica Easson (Pre-consultation Meeting Coordinator), **no less than two weeks and one day prior** to an intended pre-consultation meeting. The internal circulation timeframe is two weeks.
- Upon receipt of all the required materials, the Planning Technician will confirm the meeting date and time with the proponent.
- A day before your scheduled meeting, the Pre-Consultation Coordinator will send the Zoom Meeting link.
- Within one week of the pre-consultation meeting, a planner will provide the proponent with the complete pre-consultation package, including all comments discussed in the meeting.
- Following the meeting, please send all questions/communications associated with the proposal to the assigned planner.

For questions or to submit an application, please email planning@haldimandcounty.on.ca or contact Jessica Easson, Planning Technician jeasson@haldimandcounty.on.ca tel: 905-318-5932 x 6212



Pre-Consultation Meeting Request Form

Submit form and attachments to: *Jessica Easson, Planning Technician*
 Planning and Development Division
 53 Thorburn Street South
 CAYUGA, ON N0A 1E0
 905-318-5932 ext. 6212
 jeasson@haldimandcounty.on.ca

REQUEST CHECKLIST

(Items below must be submitted prior to a meeting being scheduled)

- Application Form Including Details of the Proposal**
- Fee (2022 fee: \$330)***
- Site Plan**
- Other Information Supporting Proposal (if applicable)**

Applicant:	<input style="width: 100%;" type="text"/>																				
Phone Number:	<input style="width: 100%;" type="text"/>																				
Email:	<input style="width: 100%;" type="text"/>																				
Mailing Address:	<input style="width: 100%;" type="text"/>																				
Subject Property Address/Location:	<input style="width: 100%;" type="text"/>																				
Subject Roll Number:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> </tr> </table>	2	8	1	0	-				-				-				-			
2	8	1	0	-				-				-				-					
Agent's Name (if applicable):	<input style="width: 100%;" type="text"/>																				
Phone Number:	<input style="width: 100%;" type="text"/>																				
Email Address:	<input style="width: 100%;" type="text"/>																				
Mailing Address:	<input style="width: 100%;" type="text"/>																				
Please include the names and email addresses those wishing to participate in the meeting/receive minutes:	<input style="width: 100%; height: 50px;" type="text"/>																				

Will this proposal result in the creation of new full-time employment opportunities? YES NO # CREATED: _____

Has there been a previous pre-consultation meeting for the proposal? YES NO MEETING DATE: _____

Has the property previously been the subject of a development/planning application? YES NO

APPLICATION NUMBER: _____

Have you previously consulted with planning staff? YES NO PLANNER: _____ DATE: _____

*Proposals within the Long Point Region Conservation Authority regulated areas are also subject to an additional Fee. The LPRCA fee is \$300 plus HST totaling \$339.00. Cheques can be made payable to LPRCA and can be submitted with the pre-consultation meeting application.

DETAILS OF PROPOSAL

Owner/Applicant signature

Date

Agent signature

Date

Information provided on this form is confidential, and to be used by County staff to assess this proposal. By submitting this package, the applicant/owner/agent grants permission to County staff to research all aspects of the proposal, including site inspections if required.

OFFICE USE ONLY:

Date received:

Planner Assigned:

Meeting Date Assigned: