

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](mailto: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](mailto:Planning@erin.ca)



## Pre-Application Consultation Request Form

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

**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**

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

**3. Description of Property:**

<b>Provide a description of the entire property:</b>	
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:**

<b>Current Use &amp; Existing Structures</b>

**5. Existing Planning Framework**

<b>Town of Erin Official Plan</b>
<b>County of Wellington Official Plan</b>
<b>Town of Erin Zoning By-law</b>
<b>Source Protection Plan</b>
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

## PRE-CONSULTATION MEETING SCHEDULE

Please be advised, pre-consultation meetings are scheduled in accordance with the table below:

- Pre-consultation meetings are one hour long, and regularly scheduled twice a month on Tuesdays at 2:00 p.m. and 3:00 p.m.
- Pre-consultation proposals must be received two weeks prior to the next scheduled meeting date.
- Pre-consultation proposals received by the deadline will be scheduled for the next meeting on a first-come, first-serve basis, with a maximum of two proposals reviewed per meeting date.

Pre-Consultation Submission Deadline	Pre-Consultation Meeting Date
January 7 <sup>th</sup> , 2025	January 21 <sup>st</sup> , 2025
January 28 <sup>th</sup> , 2025	February 11 <sup>th</sup> , 2025
February 11 <sup>th</sup> , 2025	February 25 <sup>th</sup> , 2025
February 25 <sup>th</sup> , 2025	March 11 <sup>th</sup> , 2025
March 11 <sup>th</sup> , 2025	March 25 <sup>th</sup> , 2025
March 25 <sup>th</sup> , 2025	April 8 <sup>th</sup> , 2025
April 8 <sup>th</sup> , 2025	April 22 <sup>nd</sup> , 2025
April 22 <sup>nd</sup> , 2025	May 6 <sup>th</sup> , 2025
May 6 <sup>th</sup> , 2025	May 20 <sup>th</sup> , 2025
May 27 <sup>th</sup> , 2025	June 10 <sup>th</sup> , 2025
June 10 <sup>th</sup> , 2025	June 24 <sup>th</sup> , 2025
June 24 <sup>th</sup> , 2025	July 8 <sup>th</sup> , 2025
July 8 <sup>th</sup> , 2025	July 22 <sup>nd</sup> , 2025
July 29 <sup>th</sup> , 2025	August 12 <sup>th</sup> , 2025
August 12 <sup>th</sup> , 2025	August 26 <sup>th</sup> , 2025
August 26 <sup>th</sup> , 2025	September 9 <sup>th</sup> , 2025
September 9 <sup>th</sup> , 2025	September 23 <sup>rd</sup> , 2025
September 23 <sup>rd</sup> , 2025	October 7 <sup>th</sup> , 2025
October 7 <sup>th</sup> , 2025	October 21 <sup>st</sup> , 2025
October 28 <sup>th</sup> , 2025	November 11 <sup>th</sup> , 2025
November 11 <sup>th</sup> , 2025	November 25 <sup>th</sup> , 2025
November 25 <sup>th</sup> , 2025	December 9 <sup>th</sup> , 2025