

Pre-consultation is **not pre-approval** of an application. The Municipality of Hastings Highlands will respond to this Inquiry Form after a review. The review is intended to help the applicant prior to submitting a formal application with the Planning Department. If a formal application is submitted, other policies or bylaws may also be identified at that time, including those by an agency or the public. The Planning Department will review the Inquiry Form for compliance with the Municipality's Comprehensive Zoning Bylaw and other applicable policies and legislation. We aim to advise you within ten (10) business days of your next steps. A response will be delayed if this form is not fully completed.

Note: All measurements shall be in metric and imperial units.

1. Owner(s) (or Applicant if the Owner is the Applicant)

Name of Owner(s): _____

Mailing Address: _____

Telephone: _____

Email: _____

2. Agent (if Applicant is other than the owner, complete Page 6)

Name of Agent: _____

Employer/Business name: _____

Telephone of Agent: _____

Email address of Agent: _____

3. Property information

Civic address: _____

Assessment Roll Number: _____

Former Geographic Township _____

Legal Description:

4. Lot frontage: _____ Lot Depth: _____ Lot area: _____

Date the subject property was acquired by current owner: _____

5. Uses of property

Existing use(s): _____

Proposed use(s): _____

5. Is 66 feet Shore Road Allowance owned by Applicants? Yes No N/A

6. Existing buildings/structures

Include the following for each building(s) or structure(s) on the property:

Existing Building/Structure 1 (both metric and imperial units):

Type of building: _____

Date constructed: _____ Height of building: _____

Front lot line setback: _____ Dimensions: _____

Rear lot line setback: _____ Floor area: _____

Side lot line setback: _____ Side lot line setback: _____

Existing Building/Structure 2 (both metric and imperial units):

Type of building: _____

Date constructed: _____ Height of building: _____

Front lot line setback: _____ Dimensions: _____

Rear lot line setback: _____ Floor area: _____

Side lot line setback: _____ Side lot line setback: _____

Existing Building/Structure 3 (both metric and imperial units):

Type of building: _____

Date constructed: _____ Height of building: _____

Front lot line setback: _____ Dimensions: _____

Rear lot line setback: _____ Floor area: _____

Side lot line setback: _____ Side lot line setback: _____

Existing Building/Structure 4 (both metric and imperial units):

Type of building: _____

Date constructed: _____ Height of building: _____

Front lot line setback: _____ Dimensions: _____

Rear lot line setback: _____ Floor area: _____

Side lot line setback: _____ Side lot line setback: _____

Note: If there are additional buildings, please attach (a) separate page(s) to this Application.

7. Summary of Development Proposal

Provide a complete written description of the nature of the application with details of the proposed development including but not limited to: proposed use(s), height/storeys, floor area(s), number of parking/loading spaces, landscape area, etc. If additional space needed, attach (a) separate page(s) to this Application.

8. Property/proposed development

Include the following for each proposed building(s) or structure(s) on the property:

Proposed Building/Structure 1 (both metric and imperial units):

Type of building: _____

Height of building: _____

Front lot line setback: _____ Dimensions: _____

Rear lot line setback: _____ Floor area: _____

Side lot line setback: _____ Side lot line setback: _____

Proposed Building/Structure 2 (both metric and imperial units):

Type of building: _____

Height of building: _____

Front lot line setback: _____ Dimensions: _____

Rear lot line setback: _____ Floor area: _____

Side lot line setback: _____ Side lot line setback: _____

Note: If there are additional buildings, please attach a separate page to this Application.

9. Land Uses and Features

Are any of the following uses or features on the subject lands and/or within 500 metres of the subject lands (Please indicate if it applies with a 'Yes' and an 'N/A' if it does not. Any features indicated with a 'Yes', please identify on your site plan):

	On Subject Lands	Within 500 Metres (unless otherwise specified)
An agricultural operation (any livestock facility, occupied or vacant, including manure storage)		
A landfill (active or non-operating) (within 1000 metres)		
An active mine site (within 1000 metres)		
A rehabilitated or abandoned mine site or mine hazards (within 1000 metres)		
An active gravel pit or quarry		
Any industrial use (current or former)		
Provincial Park or Crown Lands		
A floodplain		
Significant wildlife habitat (such as a deer yard) and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)		
Lake, river, stream, creek, pond or other water feature		
Fish habitat		
Provincially Significant Wetland		
Any known cultural heritage, archaeological resources and/or areas of archaeological potential?		
A slope, including a steep and/or unstable slope with an angle of three-to-one (horizontal:vertical) or 18 degrees		

10. Site Plan Requirements

The site plan will have to be clear and Minimum requirements for a site plan will show the following:

The boundaries and dimensions of the subject land.

The location, size and type of all existing and proposed buildings and structures, including septic systems, in the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear lot lines, and the side yard lot lines.

The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (including railways, roads, watercourses, drainage ditches, lake, pond, river or stream, banks, wetlands, wooded areas, wells, and septic tanks).

The current uses on land that are adjacent to the subject land.

The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.

The location and nature of easements and right-of-ways affecting the subject land.

The distance of the proposed buildings or structure to any water features, including, but not limited to, lakes, rivers, streams, creeks and ponds.

Any land uses and/or features noted above on Page 4 of this Form.

11. Submitting the Preconsultation Form

Please forward the completed form to the Planning Department by:

- Submitting a [Customer Service Request](#). Include the completed form as an attachment within the request; or
- By mail or drop-off to the Municipal Office

Include sketch/site plan and letter of authorization from owner on Page 6 below (if applicable)

12. Authorization by Owner(s) (if Applicant is other than the owner)

I, the undersigned, being the owner of the subject land, hereby authorize

to be the applicant in the submission of this application.

Signature of Owner

Signature of Owner

Name of Owner

Name of Owner

Signature of Witness

Date