

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 7)

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 (to the midpoint of the roof): _____

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 (to the midpoint of the roof): _____

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

All preconsultations must be accompanied by a complete site plan that is clear and meets the minimum requirements for a site plan found in the Comprehensive Site Plan Guidelines (see pages 6-8).

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 7 below (if applicable)



Comprehensive Site Plan Guidelines

A site plan shall be required as part of a proposed development for the Planning Department to be able to review the proposal for compliance with applicable bylaws.

Site plans are required as part of the following Applications and processes:

- Pre-Consultation
- Zoning Bylaw Amendment
- Minor Variance and Permission
- Shore Road Allowance and Road Allowance Application
- Planning Department's Review and Comments of Building Permit Applications

The requirements for a Site Plan Control Application are detailed in the Municipality's *Site Plan Control Guidelines*.

Below are the requirements for site plans:

11.a) General Requirements

- i. A Site Plan must be sufficiently detailed for Municipal staff to review.
- ii. A Site Plan must be completed to the satisfaction of Municipal staff.
- iii. If an Applicant is unable to meet the requirements and complete a site plan to the satisfaction of Municipal staff, you may need to hire a qualified professional, including an Ontario Land Surveyor, designer, architect, engineer, or land use planner.
- iv. An Elevation Plan of the building may be required to confirm the building height.
- v. Floor Plans of the building may be required to confirm the use of the building.
- vi. An Ontario Land Surveyor may be required to be hired, at the landowner's expense, to create an up-to-date Surveyor's Real Property Report (SRPR) of the property and existing development.
- vii. For proposals on waterfront properties, the Municipality recommends including a landscaping plan in the Application to indicate how natural vegetation will be maintained or restored on the property.
- viii. All setbacks and distances are to reflect the closest distance between the structure and the feature.
- ix. Where there are existing structures on a property, a separate drawing outlining the existing location of all structures on the property may need to be prepared in addition to the proposed site plan.

11.b) Site Plan Drawing Guidelines

General Information

- ☐ Drawing title block.
 - ☐ Property address or legal description.
 - ☐ Name of registered owner(s).
- ☐ North arrow.
- ☐ Adjacent existing land uses.

Subject Property

- ☐ Fully dimensioned property boundaries/lines, with a reference to the survey plan the dimensions are derived from.
- ☐ Name of road(s) fronting the property.
- ☐ Name of waterbody or waterbodies adjacent or within the property.
- ☐ Existing vegetation or areas of vegetation on the property.
- ☐ Any existing artificial or natural features, such as drainage ditches, ponds, wetlands.
- ☐ The location of any steep and/or unstable slope (which is a slope with an angle greater than 3:1 (horizontal:vertical) or 18 degrees).
- ☐ The location and nature of easements and right-of-ways for or on the property.

Structures, Buildings, and Features

- ☐ Location, dimensions, floor area, and number of stories of all existing and proposed buildings and structures (including decks, porches, stairs, swimming pools, hot tubs, dock).
- ☐ Setback or distances of all buildings and structures and other features to all property lot lines.
- ☐ Setback or distances of all buildings and structures and other features to water, slope, or any other natural features.
- ☐ Location, approximate dimensions, capacity, and setback of existing or proposed septic tank and septic bed, including distances to all property lot lines, buildings, structures, water, slope, and other natural features.
- ☐ Location and type of well.
- ☐ Location and distances of all Hydro One, including utility poles, underground and overhead lines, to existing and proposed buildings and structures.

Site Work

- ☐ Location of driveway entrance, width and setback to property lot lines.
- ☐ Layout and location of parking area.
- ☐ Location of all walkways.
- ☐ Location, height, and description of fencing, retaining walls, or privacy walls
- ☐ Vegetation to be removed, maintained, restored, or provided (trees, shrubs).



neighbouring dwelling)

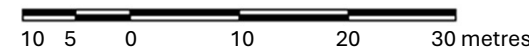
Road
(travelled road)

All eavestroughs from roof will be directed towards soakaway pit.
Soakaway pit is to be more than 30 metres from water.

Planting List (to be maintained or planted in the natural vegetation area)

- Eastern White Pine
- White Spruce
- Balsam Fir
- White Birch
- Silver Maple
- Alternate-leaved Dogwood
- Common Elderberry
- Bush Honeysuckle
- Bunchberry
- Common Strawberry
- Wintergreen
- Black-eyed Susan

SCALE 1 : 400 METRIC



Information taken from:
Surveyor's Real Property Report dated
June 3, 2024 by Surveying Company
Ltd.

Pt. Lot 2, Concession 10, being Parts 2
and 3 on 21R-1111, in the Geographic
Township of Herschel, now in the
Municipality of Hastings Highlands

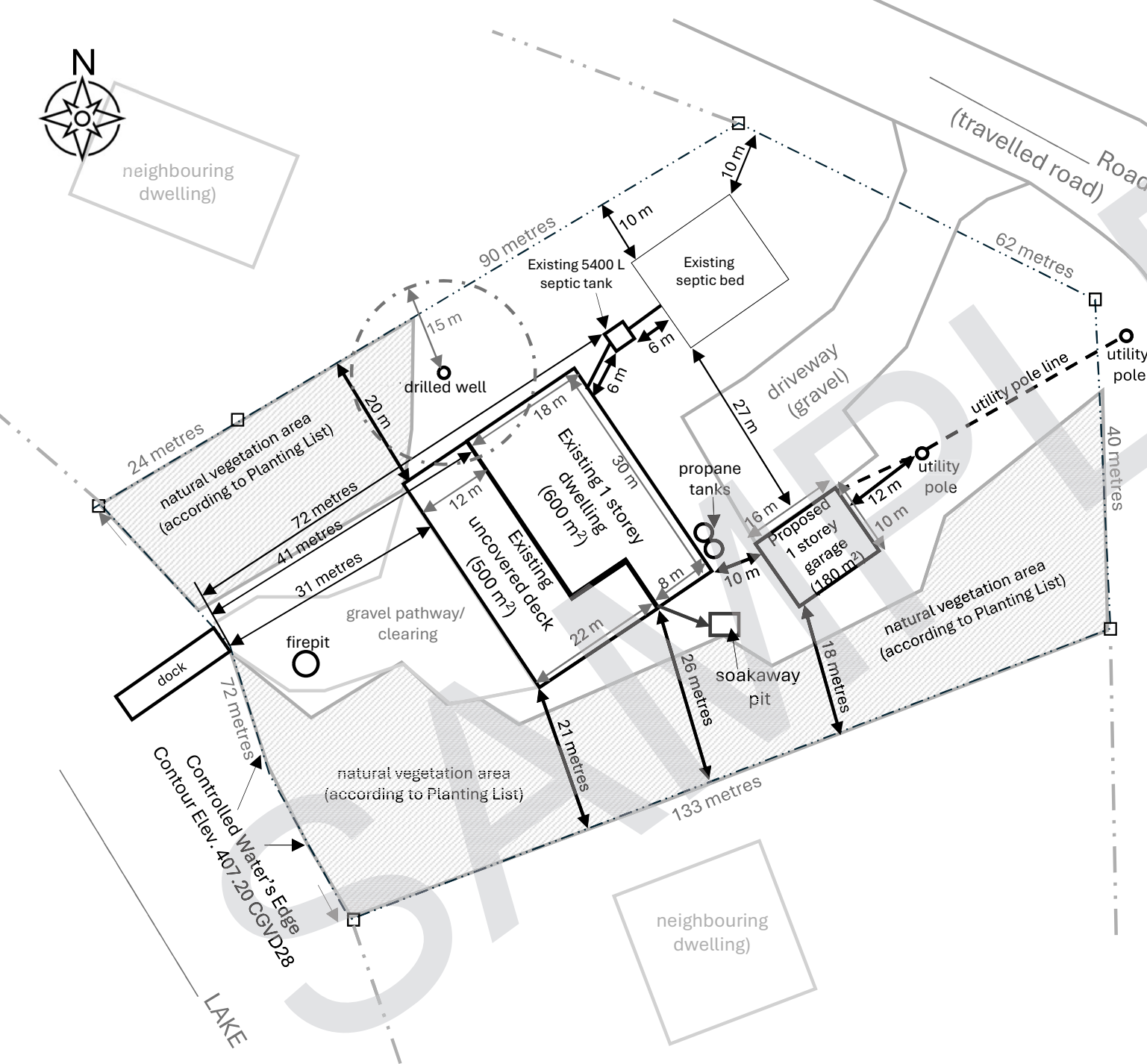
Site Plan

123 Name Street
Maynooth, ON K0L 2S0

CLIENT: John Smith and Jill Smith

DATE: October 10, 2024

REV: November 1, 2024



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