



The Corporation of the Township of Georgian Bay

99 Lone Pine Road
Port Severn, ON
L0K 1S0 Canada
www.gbtownship.ca

Pre-Application Consultation Request Form

OFFICE USE ONLY					
Received By:		Date Fee Paid:		Application No.:	

Fee: \$423.75 (developments subject to minor variance, consent, minor site plan control, zoning by-law amendment)

Fee: \$593.25 (developments subject to major site plan control, official plan amendment, plan of subdivision/ condominium)

A. Applicant/Owner	
Full Name:	
Telephone No.:	
Email Address:	

B. Agent (if applicable)	
Full Name:	
Telephone No.:	
Email Address:	

C. Subject Lands	
Civic Address:	
Legal Description:	
Roll Number:	

D. Description of Proposal



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D. Description of Proposal continued

E. Permission to Enter Property

I / We _____ hereby authorize members of the staff of the Township of Georgian Bay to enter onto the above-noted property for the limited purposes of evaluating the application over the time this application is under review by the Township.

Date: _____ Owner Signature: _____

F. Authorization for Agent to Act

If an Agent will be representing the Applicant for this Pre-Application Consultation Request Form, the written authorization of the Applicant stating that the Agent is authorized to make the submission on their behalf must be included with this Form or the authorization set out below must be completed.

I / We _____ the undersigned, being the Applicant herein, hereby authorize _____ to act as my Agent with respect to the preparation and submission of this Pre-Application Consultation Request Form.

Date: _____ Owner Signature: _____



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For Planning Staff to complete a review of your proposal, a concept site plan detailing the proposal (in metric units) is required and shall include:

- lot boundaries and dimensions
- dimensions and use of proposed buildings/structures
- dimensions and use of existing buildings/structures
- location of all buildings and structures in relation to the lot boundaries
- location of services (i.e., utility pole, septic system, etc.)
- driveway and parking areas

For proposals to create a new lot, sever land, or similar, the following additional information is required to be provided:

- area of lands to be retained and lands to be severed
- dimensions of lands to be retained and lands to be severed
- distance between proposed lot boundaries and buildings/structures

Staff encourage other relevant information to be provided such as: elevation drawings, floor plans, permits and/or correspondence from outside agencies (i.e., Parks Canada), etc.

G. Authorization by Applicant or Agent

I have completed this Pre-Application Consultation Request Form and/or have examined the contents of this form and materials submitted and certify that the information provided is correct and true to my knowledge.

Date: _____ Signature: _____