



# TOWNSHIP OF CHAPLEAU

Development Application Form  
Pre-consultation Application Form

## For Office Use Only

File Number: \_\_\_\_\_  
Roll Number(s): \_\_\_\_\_  
Application Fee: \_\_\_\_\_  
Application Received: \_\_\_\_\_ Application Deemed Complete: \_\_\_\_\_  
Reviewed By: \_\_\_\_\_

## Section One: General Information

### Pre-consultation Procedure

The Township of Chapleau requires applicants to meet with the Township's Chief Administrative Officer (CAO) prior to submitting an application under the *Planning Act*. Pre-consultation meetings are hosted by the CAO and are required to be attended by the applicant or their representative(s). The pre-consultation meeting allows the applicant and/or their representative(s) to present and discuss the development proposal with relevant staff, and also allows staff to clarify the application process, provide preliminary comments on the proposal, identify any key issues and the approvals that will be required, as well as determine which technical studies and supporting information/materials must be submitted with the planning application in order to be considered a complete application under the *Planning Act*.

### Timing and Required Information

Complete and return the pre-consultation request and the supporting material to the CAO at the address noted below. Upon receipt of a completed Pre-Consultation Application form and all required/supplementary information, the CAO will schedule a pre-consultation meeting between the applicant and the Township. Subsequent to a pre-consultation meeting, the CAO will provide the applicant and/or owner with a list of information and materials that will be required to process the subject application(s) and meet the requirements of a complete application under the *Planning Act*.

## Section Two: Application Information

### 1. Property Owner's Information

Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
\_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_



## 2. Agent/Applicant Information

(name of person to be contact about the application, if different from the owner)

Name of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## 3. Authorization Form

The Owner(s) formal authorization permitting the applicant to make this application on the Owner(s) behalf to the Township of Chapleau.

I/We \_\_\_\_\_, the owner(s) of the property

subject of this application, hereby authorize \_\_\_\_\_

to make this application on my/our behalf to the Township of Chapleau.

Witness: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Section Two: Subject Property

### 1. Location of the Subject Land

Street Name and Number: \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Parcel/Pin No.: \_\_\_\_\_

Concession and Lot Number: \_\_\_\_\_

Street Name and Number: \_\_\_\_\_

Lot Area (sq. m. or ha): \_\_\_\_\_ Lot Frontage (m): \_\_\_\_\_



### Section Three: Property Information

#### 1. Describe the Current Land Use(s) on the Property:

#### 2. Current Zoning

Current Zoning: \_\_\_\_\_

Does the proposed use comply with the existing zoning and provisions?

Yes:

No:

If No, explain the amendment(s) required:

#### 3. Current Official Plan Designation

Current Official Plan Designation: \_\_\_\_\_

Does the proposed use comply with the existing Official Plan designation?

Yes:

No:

If No, explain the amendment(s) required:



#### **4. Easements and Encumbrances**

Are there any encumbrances on the property?

Yes:

No:

If Yes, please list:

### **Section Three: Property Description**

#### **1. Existing Property Description**

Describe the current buildings or structures on the property and the natural features and vegetation on the property and adjoining property: (Should further space be required for responses, or to provide additional information to assist staff in considering the proposal, please provide by attachment).

#### **2. Proposed Development Description**

Provide a detailed description of the proposed development: (Should further space be required for responses, or to provide additional information to assist staff in considering the proposal, please provide by attachment).



**Section Five: Authorization**

**1. Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the municipality of \_\_\_\_\_

make an oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the \_\_\_\_\_

in the Province of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature)

**2. Permission to Enter Property**

I/We, \_\_\_\_\_ Hereby authorize the members of the Committee of Adjustment, members of the staff of the Township of Chapleau and designated consultants to enter onto the above noted property for the limited purposes of evaluating the merits of this application over the time this application is under consideration by the Township of Chapleau.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

**3. Information Authorization of the Owner**

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

\_\_\_\_\_ am the owner of the land that is subject to this application

for approval of a *Planning Act* application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize \_\_\_\_\_

as my agent for this application, to provide any of my personal information that will be included

In this application or collected during the processing of the application.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_