



Township of Southgate Planning Department Pre-Consultation Checklist Form

*This form must be submitted with all planning applications
and must be signed by the Head of the Planning Department

1. Type of Application (check all that apply)	
<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Zoning By-law Amendment	<input type="checkbox"/> Minor Variance
<input type="checkbox"/> Consent	<input type="checkbox"/> Plan of Subdivision
<input type="checkbox"/> Plan of Condominium	

2. Applicant(s) Information			
Name(s):			
Street Address:			
Town/City:			
Province:		Postal Code:	
Phone:		Email:	
Owner(s) information (if different from Applicant)			
Name(s):			
Street Address:			
Town/City:			
Province:		Postal Code:	
Phone:		Email:	
Agent (if applicable)			
Name(s):			
Street Address:			
Town/City:			
Province:		Postal Code:	
Phone:		Email:	

3. Property Information	
Civic Address:	
Tax Roll Number:	
Legal Description:	
Lot Area:	
Access to Property:	

4. Proposal - Land Uses	
Proposed New Land Uses:	
Number of proposed units	
Proposed Land Use Designation:	

5. Other Applications	
Please specify any other applications on the subject land:	
Other Related Files (Past or Present):	

6. Other Agencies / Consultation Performed	
<input type="checkbox"/> Conservation Authority	<input type="checkbox"/> Public Health Unit
<input type="checkbox"/> Township Engineering Consultant	<input type="checkbox"/> Township Building Department
<input type="checkbox"/> Township By-law Enforcement	<input type="checkbox"/> Township Fire Department
<input type="checkbox"/> Grey County Staff	<input type="checkbox"/> Ministry of Environment
<input type="checkbox"/> Ministry of Transportation	<input type="checkbox"/> Metis
<input type="checkbox"/> First Nations	<input type="checkbox"/> Other:
<input type="checkbox"/> Township Works Department	

7. Project Servicing		
	Water	Sewage
Municipal	<input type="checkbox"/>	<input type="checkbox"/>
Communal	<input type="checkbox"/>	<input type="checkbox"/>
Individual	<input type="checkbox"/>	<input type="checkbox"/>
Partial	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>

FOR OFFICE USE ONLY

*To be completed by Planner or other designated staff member

Pre-Consultation Meeting	
Date:	Time:
Location:	

In Attendance:		
Municipality	Developer	Other

Application Subject to Pre-Consultation Meeting (check all that apply)	
<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Minor Variance
<input type="checkbox"/> Zoning By-law Amendment	<input type="checkbox"/> Subdivision Approval
<input type="checkbox"/> Consent	<input type="checkbox"/> Condominium Approval
<input type="checkbox"/> Site Plan Approval	<input type="checkbox"/> Site Alteration/ Fill Permit
<input type="checkbox"/> Other(s)	

Required Studies or Documentation

Please Note: The application checklist is to be completed by a planner with the applicant and/or agent. Studies may be deemed necessary by the Municipality, agencies or the County of Grey. The following list is not exclusive and further studies/issues may arise specific to the development application.

<input type="checkbox"/> Active Transportation Report	<input type="checkbox"/> Illumination Study
<input type="checkbox"/> Affordable/Attainable Housing Report	<input type="checkbox"/> Lake Carrying Capacity Study
<input type="checkbox"/> Aggregate Potential Testing	<input type="checkbox"/> Marina or Coastal Capacity Study
<input type="checkbox"/> Archeological Review	<input type="checkbox"/> Master Fire Plan
<input type="checkbox"/> Commercial Impacts	<input type="checkbox"/> MOS Calculation Report
<input type="checkbox"/> Cultural Heritage Report	<input type="checkbox"/> Noise Study
<input type="checkbox"/> D4 Landfill Study	<input type="checkbox"/> Odor/Nuisance/Dust/Vibration Study
<input type="checkbox"/> Decommissioning Report	<input type="checkbox"/> Parking Report/Analysis
<input type="checkbox"/> Drainage Study	<input type="checkbox"/> Planning Needs/Justification Report
<input type="checkbox"/> Economic Cost Benefit Impact Analysis	<input type="checkbox"/> Servicing Report
<input type="checkbox"/> Electrical Economic Evaluation Plan	<input type="checkbox"/> Settlement Area Capability Study
<input type="checkbox"/> Employment Lands Study	<input type="checkbox"/> Settlement Area Comprehensive Review
<input type="checkbox"/> Environmental Impact Study	<input type="checkbox"/> Sewage Disposal
<input type="checkbox"/> Environmental Screening Report	<input type="checkbox"/> Shadow Flicker Assessment
<input type="checkbox"/> Environmental Assessment	<input type="checkbox"/> Spray Analysis - Golf Courses
<input type="checkbox"/> Fire Safety Plan	<input type="checkbox"/> Stormwater Management Report
<input type="checkbox"/> Fisheries Impact Study	<input type="checkbox"/> Sustainability Analysis
<input type="checkbox"/> Flooding, Erosion and Slope Stability Report	<input type="checkbox"/> Traffic Impact Study
<input type="checkbox"/> Functional Servicing Report	<input type="checkbox"/> Tree Preservation Plan
<input type="checkbox"/> Geotechnical/Soil Stability Report	<input type="checkbox"/> Urban Design Report
<input type="checkbox"/> Growth Management Report	<input type="checkbox"/> Visual Impact Assessment
<input type="checkbox"/> Heritage Impact Assessment	<input type="checkbox"/> Water Supply
<input type="checkbox"/> Hydrogeological/Hydrology Study	<input type="checkbox"/> Well Water Records
<input type="checkbox"/> Ice Throw Report	<input type="checkbox"/> Wellhead Protection Area - Risk Assessment Report

Additional Information:

Authorized Signature:	
Required Fees:	

***All applications must be accompanied by the required authorized signatures at the time of submission.*

***The Township advises that third-party technical review by Triton Engineering may be required for certain planning applications. Where applicable, all third-party review fees will be the responsibility of the applicant. Any outstanding fees not paid during the pre-consultation stage will be carried forward and applied to the planning application and must be paid in full before the application can proceed.*

*** It is also the applicant's responsibility to contact Staff regarding any remaining contingency fees once the Planning Act file has been fully completed.*