



APPLICATION FOR PRE-CONSULTATION
(under the provision of Pre-Consultation By-law, as amended)

PC

Planning and Development Services
65 Harwood Avenue South
Ajax, ON L1S 2H9

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FOR TOWN USE ONLY	
File Number:	Date of Receipt:

This content is available in alternative formats upon request by contacting 905-683-4550 or emailing contactus@ajax.ca.

1. Pre-Consultation:

Pre-Consultation is an important part of the planning process. In accordance with the *Planning Act*, the Town has passed a Pre-Consultation By-law, to permit development proponents to consult with Town staff prior to submission of a complete planning application. The intent of this process is to assist in determining conformity with provincial policy documents, the Durham Region Official Plan, the Town of Ajax Official Plan and Zoning By-law, and any other relevant planning documents, as well as to determine formal planning application submission requirements. As part of Pre-Consultation, applicants will be provided with:

- detailed comments, identification of issues, and recommendations for revisions to the development proposal;
- a list of submission requirements for the formal planning application submission;
- Terms of Reference and/or Guidelines for required reports studies and/or plans for any submission materials, or the requirements and guidelines thereof, in order to inform Terms of References, to be approved by the Town prior to preparing the submission materials; and,
- confirmation of studies, reports, and/or plans that require external peer review.

Reference can be made to the Pre-Consultation By-law which is available on the Town’s website for further details.

2. Submission Requirements:

Information Requirements

- Completed and signed copy of this application.
- Concept Plan, Elevations and Zoning Compliance/Site Statistics Table.
- Any additional drawings and/or reports which may be relevant to the review of the proposal including, but not limited to a Legal Survey, Planning Rationale Report, Traffic Impact Study, Environmental Impact Study, Parking Utilization Study, Site Plan, Draft Plan, Servicing Plan, Grading Plan, Elevations, Stormwater Management Report, Cultural Heritage Evaluation Report, Phase One Environmental Assessment Letter or Site Screening Questionnaire, and Rental Housing Conversion Study.
- All submission materials to be submitted in PDF format.
- An application fee, in accordance with the Fees and Charges By-law, as amended, payable to the Town of Ajax is required.

Fees

An **application fee**, in accordance with the Fees and Charges By-law, as amended, payable to the Town of Ajax, is required.

Fee Submitted: \$ _____

3. Property Information:

Municipal Address	Legal Description	Assessment Roll # & PIN #
Describe Location (closest major intersection, side of the street the land is located on)		
Land Use Designation in the Town of Ajax Official Plan	Zone/Exception in the Town of Ajax Zoning By-law 95-2003, as amended	Land Use Designation in the Durham Regional Official Plan
Are there previous development applications on the subject lands? If so, provide previous application number(s) and date of approval:		

4. Contact Information:

Contact Name	Full Mailing Address	Telephone Number	E-mail Address
Registered Owner:			
Applicant (if different than Owner):			
Agent or Primary Consultant:			

Correspondence relating to this application should be sent to (Select ONE):		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent or Primary Consultant
The applicant is (Select ONE):		
<input type="checkbox"/> Owner	<input type="checkbox"/> Lessee of Land or Tenant	<input type="checkbox"/> Prospective Owner
<p>The applicant is responsible for the full cost of peer reviews of any studies or drawings submitted in support of the application. This requirement applies to matters such as, but not limited to, the peer review of traffic, marketing, environmental, noise, engineering drawings and reports, and architectural drawings.</p> <p>Invoices relating to this application should be sent to (Select ONE):</p>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent or Primary Consultant
<p>If the company name or contact information is different for invoicing purposes, please provide the correct invoice contact information below (contact name, full mailing address, telephone number and email address):</p>	<p>I agree to reimburse the Town of Ajax the full cost of undertaking peer review of any materials submitted in support of the application.</p> <p>_____</p> <p>Owner's Signature</p>	
<p>If the applicant is not the Owner, the Owner must consent to the proposed application. Please also sign Authorization of Owner (Section 7).</p>		

5. Current Land Use:

Please describe the current use of the subject lands including any existing buildings or natural features (e.g. vacant lands, residential dwelling, mature woodlot, etc.)

6. Proposal:

Please provide a description of the development proposal.

7. Authorization of Owner:

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Signature of Owner or Applicant

Date

<p>The Owner must consent to the proposed application. If the Applicant is signing on behalf of the Owner, then the Owner shall sign this application form or a separate letter of authorization shall be submitted.</p> <p><input type="checkbox"/> Separate Letter of Authorization attached.</p>	<hr/> <p>Signature of Owner</p>
	<hr/> <p>Date</p>

Personal information contained on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, and will be used to evaluate the application. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, 65 Harwood Avenue South, Ajax, ON, L1S 2H9, (905) 619-2529, ext. 3343.

If you have any comments on the format or content of this application form, please complete a Customer Feedback Form, which is available at: forms.ajax.ca/LIS/Customer-Service/Feedback-Form.