



# Municipality of Dysart et al

135 Maple Ave.,  
P.O. Box 389, Haliburton, ON K0M 1S0  
705-457-1740  
Fax: 705-457-1964  
Email: info@dysartet.al.ca

*"The Heart of the Highlands"*

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## Pre-Consultation Meeting Request Form

In accordance with the Planning Act, and pursuant to the Municipality of Dysart et al's Official Plan Development Applications requirements (Section 17.4), and By-law 2019-46, the Municipality's Site Plan Control By-law, applicants are required to consult with the Municipality prior to the submission of the following applications:

- a) Official Plan Amendment
- b) Zoning By-law Amendment
- c) Plans of Subdivision
- d) Plans of Condominium
- e) Site Plan Approval

Pre-consultation is not mandatory for minor variance applications. However, applicants are encouraged to consult prior to submission of a Minor Variance application.

### Meeting Purpose

The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed application to municipal staff.

The meeting is an opportunity for municipal staff to provide a preliminary review of a development proposal prior to formal application and to identify plans and supporting studies required for submission of a complete applications. The applicant will be advised of the applicable planning policies, potential areas of concern, potential fees and approximate processing timelines.

Pre-consultation does not imply or suggest any decision whatsoever on behalf of municipal staff or the Municipality of Dysart et al. Comments are provided for information purposes only and it should be clearly understood that applicants must satisfy themselves with respect to the success of an application to the appropriate approval agency.

### Pre-consultation Process

A written summary report that will identify the supporting documentation required to be submitted as part of a complete application. After the written summary report is provided, a meeting can be set up by video conference or in person



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Upon receipt of the submission requirements listed below, internal Departments and relevant agencies will be circulated for review and comment.

The Municipality will then schedule a meeting date with the applicant, and all interested agencies (i.e. the County of Haliburton is the approval authority for plans of subdivision/condominium).

Following the pre-consultation meeting, the applicant will receive a written summary report that will identify the supporting documentation required to be submitted as part of a complete application.

### **Submission Requirements**

The applicant must provide the following submission requirements to the Planning and Land Information Department, [planning@dysartetel.ca](mailto:planning@dysartetel.ca):

**OR**

Mail the application or in-person to: Municipality of Dysart et al  
Planning and Land Information Department  
135 Maple Ave, P.O. Box 389, Haliburton, ON,  
K0M 1S0

- a) A completed Pre-consultation Meeting Request Form;
- b) A hardcopy and/or digital copy of a site plan/concept plan of the proposal which includes the following:
  - property location
  - lot lines
  - the accurate size (dimensions) and location (setbacks) of all existing and proposed buildings and structures
  - servicing (i.e. well, hydro, septic, parking, driveway), and
  - any man-made or natural features, and easements on the property (i.e. wetlands, waterbodies, hydro poles);
- c) Required non-refundable administration fee of \$450.00 as outlined in the Municipality's Fees and Charges By-law. In the event that this request is withdrawn it is confirmed that the fee submitted is non-refundable.
- d) A copy of the application form being submitted to the County of Haliburton for requests related to applications for plan of subdivision and plan of condominium.



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- e) The Municipality of Dysart et al offers a variety of ways to make payment for planning applications.
- Mail a cheque with the application.
  - In-person with cash, cheque or debit card at the Municipal Office (Monday to Friday 8:30 a.m. to 4:30 p.m.)
  - On-line with credit card or debit card using Paymentus  
<https://ipn.paymentus.com/rotp/DYEA>

If attachments are too large for email, please contact the Planning and Land Information Department [planning@dysartetal.ca](mailto:planning@dysartetal.ca) for further instructions.

Consultation with neighbouring property owners and other agencies that may have an interest, is advised. The Municipality reserves the right to make further comments and/or require further conditions upon a review of a complete application, additional information, public input and/or any site visit that may be conducted. The recommendations from the required studies may affect the success of an application.

Provincial Policies, Official Plan Policies and By-law provisions do change from time to time. The policies that are in effect at the time that the application is made to the appropriate approval agency will apply.

Planning and Land Information Department  
Municipality of Dysart et al  
135 Maple Avenue, PO Box 389,  
Haliburton, ON K0M 1S0  
[planning@dysartetal.ca](mailto:planning@dysartetal.ca)  
<https://www.dysartetal.ca/en/build-and-invest/planning-and-land-use.aspx>



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## Registered Owner(s)

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

## Agent/Applicant (if different from above):

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

## Agent Authorization:

If the applicant is not the owner of the land(s) that is subject to the application, confirmation by the owner(s) that the agent is authorized to request a pre-consultation meeting on their behalf must be completed below:

I/we \_\_\_\_\_, the registered owner(s) of the subject lands described below, hereby authorize \_\_\_\_\_ to act as an agent for this pre-consultation request.

\_\_\_\_\_  
Date Signature of Owner(s)

## Property Information

Civic address: \_\_\_\_\_

Legal description: \_\_\_\_\_

Property Assessment Roll Number: 46 24 - \_\_\_\_\_

Lot area: \_\_\_\_\_ Lot frontage: \_\_\_\_\_

Current zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_

Current Official Plan designation: \_\_\_\_\_

Proposed land use: \_\_\_\_\_

Number of residential units: \_\_\_\_\_ Non-residential gross floor area: \_\_\_\_\_



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## Type of Application

Zoning By-law Amendment: \_\_\_\_\_  
Plan of Condominium: \_\_\_\_\_  
Minor Variance: \_\_\_\_\_

Official Plan Amendment: \_\_\_\_\_  
Plan of Subdivision: \_\_\_\_\_  
Other: \_\_\_\_\_

## Description of the proposal:

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## Additional Information:

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By submitting this application, I agree to allow the Municipality of Dysart et al, its employees and agents to enter the subject property for the purpose of conducting site visits and taking photographs that may be necessary to process this request.

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Date



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Personal information contained in this application form (name, address, phone number, email) is part of the public record and by signing such application form the owner/applicant acknowledges that such information can be disclosed to the public.

**Please submit completed form and attachments to [planning@dysartetal.ca](mailto:planning@dysartetal.ca) or to the Planning and Land Information Department, Municipality of Dysart et al, 135 Maple Avenue, PO Box 389, Haliburton, ON K0M 1S0**

### **For Office Use Only**

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

File Number: \_\_\_\_\_