

# GENERAL INQUIRY FORM

## PRE-CONSULTATION FOR:

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|--|---|
| <input type="checkbox"/> Official Plan Inquiry | <input type="checkbox"/> Severance      |
| <input type="checkbox"/> Zoning By-law Inquiry | <input type="checkbox"/> Minor Variance |
| <input type="checkbox"/> Subdivision Inquiry   | <input type="checkbox"/> _____          |

**OWNER / AGENT: (If submitted by an agent, this inquiry will not be processed without a letter of authorization from the owner.)**

Name of Property Owner(s):	Name of Agent: (if applicable)
Mailing Address:	Mailing Address:
Postal Code:	Postal Code:
Telephone; Fax:	Telephone; Fax:
E-mail:	E-mail:
Response should be mailed to the Owner(s):    Yes <input type="checkbox"/> No <input type="checkbox"/>	Response should be mailed to the Agent:        Yes <input type="checkbox"/> No <input type="checkbox"/>

**DESCRIPTION OF SUBJECT LAND:**

Lot:	Conc:	Geographic Township:	Municipality:
Civic Address:			

**SUMMARY OF PROPOSAL:**


**If proposal involves a severance, information regarding the land intended to be severed and the land to be retained is required:**

		Severed	Retained
Dimensions	Frontage (m)		
	Depth (m)		
	Area (ha)		
Use of the Property	Existing Use(s)		
	Proposed Use(s)		
Buildings or Structures (Must be shown on sketch)	Existing		
	Proposed		

**ADDITIONAL INFORMATION:**

Available Services (✓ if applicable)	Proposed Services (✓ if applicable)
<input type="checkbox"/> Well	<input type="checkbox"/> Well
<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Municipal Water
<input type="checkbox"/> Septic	<input type="checkbox"/> Septic
<input type="checkbox"/> Municipal Sewer	<input type="checkbox"/> Municipal Sewer

Type of Road Access (✓ if applicable)					
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> County Road	<input type="checkbox"/> Year-Round Municipal Road	<input type="checkbox"/> Seasonal Municipal Road	<input type="checkbox"/> Unregistered Private Road	<input type="checkbox"/> Registered Right-of-Way

**Adjacent Farm Uses**

Are there any barns which house or are capable of housing livestock and/or permanent manure storage facilities within 1000 metres (0.62 miles) of subject property?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Minimum Distance Separation data sheets will need to be completed for those barns and/or permanent manure storage facilities. The forms are available at our office at the address below.
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**Sketch (a sketch no larger than 8 ½ by 14 inches must be returned with this form and must include the following information)**

- ▶ Boundaries and dimensions of subject land
- ▶ Boundaries, dimensions and area of lands to be severed and retained
- ▶ Distance from all existing buildings and structures on subject property to nearest lot line
- ▶ Distance between the subject land and nearest landmark (i.e. railway, road intersection, township lot line)
- ▶ The approximate location of all natural and artificial features on the subject land and adjacent lands, such as watercourses, drainage ditches, river or stream banks, wetlands and wooded areas
- ▶ Location and name of any roads within or abutting the subject lands and indicate if it is an unopened road allowance, public travelled road, private road or right-of-way
- ▶ Location and nature of any easement(s) affecting the subject land

**NOTES:**  
 Preconsultation is not pre-approval of an application. The County of Renfrew will respond to this inquiry with a Planning Checklist which will identify the policies that would be considered in the review of a formal application. If a formal application is submitted, other policies may also be identified at that time including those by a commenting agency or the public. The County of Renfrew will endeavour to respond to this inquiry within 3 to 4 weeks. The response will be delayed if the information required on this form is not fully completed.

One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County of Renfrew to such persons as the County of Renfrew sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

**Return this form and your sketch by fax or mail to the attention of:** \_\_\_\_\_

County of Renfrew - Development and Property Department - 9 International Drive - Pembroke, ON K8A 6W5  
 Toll Free Tel: 1-800-273-0183    Local Tel: (613) 735-3204    Fax: (613) 735-2492    [www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)