



Development Review Team Pre-Consultation Request Form

THE CORPORATION OF THE
TOWN OF COBOURG

Planning and Development
Division
55 King Street West
Cobourg, ON, K9A 2M2

☎ 905-372-1005
✉ planninginfo@cobourg.ca
🌐 cobourg.ca

As per By-law No. 066-2022, all applicants are required to arrange a pre-consultation meeting with the Development Review Team (DRT) for Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision, Plans of Condominium, and Site Plan Approval. During the DRT meeting, applicants will be provided with relevant information regarding the proposal including Town requirements and how they may impact the proposal, approvals required, and external commenting agencies to consult with.

Pre-Consultation Fee

Pursuant to the Fees and Charges By-law No. 059-2024, a non-refundable pre-consultation fee of \$1,500 (2025 fee) is applicable (fees subject to change). Cheques should be made payable to the Town of Cobourg and delivered to the address listed above. The pre-consultation meeting will be scheduled once the cheque is received. Other departments and agencies may have their own review fees for your pre-consultation. These fees will be provided to you by the respective departments.

Record of Pre-Consultation Letter

Town Staff will provide a Record of Consultation Letter outlining the required supporting studies, reports and plans to be submitted in order to process the subject applications.

Disclaimer

Any comments made at the pre-consultation meeting are preliminary and subject to further review and circulation at the time of a complete and formal application submission. Commenting on the proposal will not imply or suggest any decision to either support or refuse the application. Further, participating in a pre-consultation meeting does not allow the undertaking of construction and/or site alteration or guarantee any approvals. Please note that Town requirements are subject to change. A subsequent pre-consultation meeting may be required if formal applications are not submitted within one (1) year of the DRT meeting.

Please ensure the following are completed:

Fully complete all parts of the application form.

Submit the completed application form and drawings electronically to planninginfo@cobourg.ca

Provide a cheque for the pre-consultation fee. Cheques should be made payable to the Town of Cobourg.

**If you have questions regarding your application, please contact the
Planning and Development Division at 905-372-1005**



Development Review Team (DRT) Pre-Consultation Request Form

1. Applicant Information

a) Name:

b) Telephone:

c) Email Address:

d) Applicant's Relation to the Subject Property (check all that apply):

Property Owner

Agent

Prospective Buyer

Architect

Planner

Other

2. Property Description

a) Municipal Address:

b) Roll Number:

c) Registered Plan No.:

d) Lot / Block

e) Lot Area (sq. m):

f) Lot Frontage (m):

g) County of Northumberland Official Plan Designation:

h) Town of Cobourg Official Plan Designation:

i) Town of Cobourg Zoning:

j) What are the existing uses of abutting properties?

To the North:

To the South:

To the East:

To the West:

3. Proposal Details

a) Provide a detailed description of the proposal:



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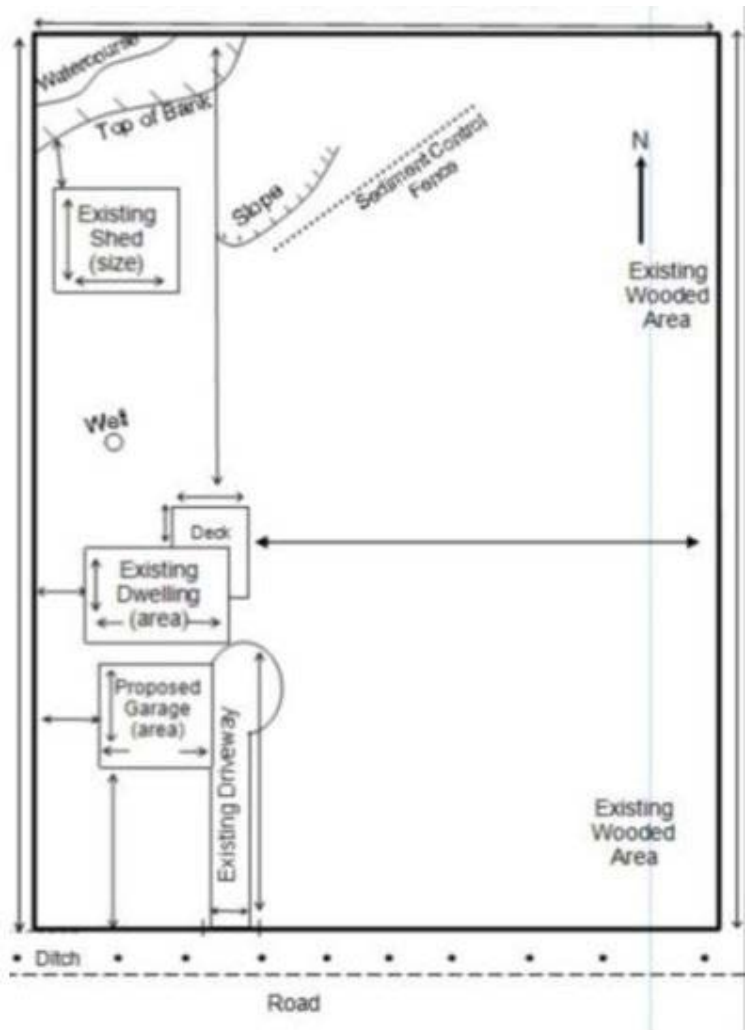
4. Required Drawing

Please attach one (1) hard copy and one (1) digital copy of a drawing showing the below existing and proposed information.

- Provide all measurements in metric;
- Drawing needs to be scaled;
- Gross Floor Area of all structures;
- Indicate the use of each structure;
- Number of storeys for each structure;
- Boundaries and dimensions of the subject land;
- Location, width and name of any roads within or abutting the subject land;
- Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings and structures from all lot lines;
- Restrictive covenants or easements affecting the subject lands;
- Existing and proposed services and utilities;
- Parking and site circulation;
- Approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that may affect the application (i.e. buildings, railways, roads, water-courses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks); and,
- Other relevant information to assist staff in understanding the proposal.

Please refer to the below example drawing.

NOTE: Each arrow needs to be accompanied by a distance!



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