

# Inquiry Meeting Request Form

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The Town of Caledon's Planning Department provides the opportunity for applicants and interested parties to meet with Planning staff to discuss their development proposal prior to attending a mandatory Preliminary (PARC) Meeting or submitting a planning application.

## Purpose

The purpose of such meeting is to discuss the proposal, identify appropriate approval process(es) as well as to discuss potential areas of concern. All information provided at the Inquiry Meeting is provided on an informal basis as the intent of the meeting is to guide the applicant towards the next appropriate steps. The Inquiry Meeting is not an opportunity to obtain a full evaluation of the proposal which is conducted when a formal planning application is submitted. The review conducted in the Inquiry Meeting is limited to those policies and standards affected by the development proposed through this meeting request only. A complete zoning review has not been undertaken.

## Attendees

The Inquiry Meeting may include various members of Town staff depending on the scope of the proposal, including a Planner to discuss requirements for a Preliminary (PARC) Meeting. The Planner will also review all Planning information including but not limited to the Official Plan Designation, Zoning By-law provisions, and applicable Regional and Provincial Plans. The Planner may advise the applicant to contact outside agencies that will be affected by the proposal to discuss any additional requirements such as permits, or approvals required when submitting formal planning applications. These agencies may include, among others, the Region of Peel, the Toronto and Region Conservation Authority, the Credit Valley Conservation Authority, Niagara Escarpment Commission or the Ministry of Transportation.

To request an inquiry meeting, the applicant must submit this request form and submit it along with the following information to Planning staff:

- Cover Letter detailing the proposal
- Conceptual Site Plan or Site Sketch, fully dimensioned in metric which includes:
  - Property location;
  - Proposed access;
  - All lot lines;
  - Setbacks from the lot lines to all structures;
  - Parking areas;
  - Landscaped areas;
  - Building locations;
  - Existing natural features (i.e. watercourse, slope, trees, pond, etc.)
  - Where a property is located within the Oak Ridges Moraine Conservation Plan: Setbacks between existing and proposed development (i.e. driveways, buildings, structures, pools, etc.) and existing natural features
- Any other information that may be pertinent (optional).
  - Examples:
    - Property Survey



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Inquiry Meeting Request Form

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- Previously Approved Site Plan Drawings
- Elevation Drawings
- Floor Plans
- Grading Plans Conservation Authority Approvals

List the Supporting Material:

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## APPLICANT CONTACT INFORMATION

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Organization/Corporation Name

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Contact First Name

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Contact Middle Name  
(Optional)

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Contact Last Name

---

First Name

---

Middle Name (Optional)

---

Last Name

---

Address Prefix (Optional)

---

Street Number

---

Street Name

---

Street Type

---

Street  
Direction

---

Unit Type

---

Unit Number

---

City/Town

---

Province

---

Country

---

Postal Code

---

Email Address

---

Phone Number and Extension

---

Phone Type

---

Primary Phone

---

Phone Number and Extension

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Phone Type

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Phone Number and Extension

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Phone Type

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Phone Number and Extension

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Phone Type

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Phone Number and Extension

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Phone Type



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# Inquiry Meeting Request Form

OWNER CONTACT INFORMATION

SAME AS APPLICANT

Organization/Corporation Name

Contact First Name

Contact Middle Name  
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street  
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type



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## PROPERTY INFORMATION

Street Number	Street Name	Street Type	Street Direction
Unit Type	Unit Number		
Roll Number			
Legal Description			
Site Area			

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of requesting an Inquiry meeting. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272.

## SUBMISSION OF THE MEETING REQUEST

Please use the Town's online request form, or print, scan and submit the completed Inquiry Meeting Request Form and required information in person or by e-mail to:

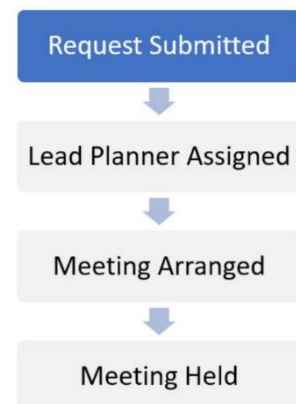
Planning Department  
Town of Caledon  
T.: 905-584-2272 x. 7338  
Email: [premeeting@caledon.ca](mailto:premeeting@caledon.ca)

## INQUIRY MEETING PROCESS OVERVIEW

Once the applicant has submitted the above-noted material, within 3 business days Planning staff will contact the applicant to schedule a meeting.

An Inquiry Meeting will not be scheduled if a planning approval process(es) is not required to facilitate the proposal. Should a meeting not be scheduled, the inquiry will be conducted via phone call.

Please note that all comments and direction offered by staff is preliminary and based solely on the information available at the time of the meeting. Through a review of the application, or attendance at a Preliminary (PARC) Meeting, additional information may be identified or discussed.



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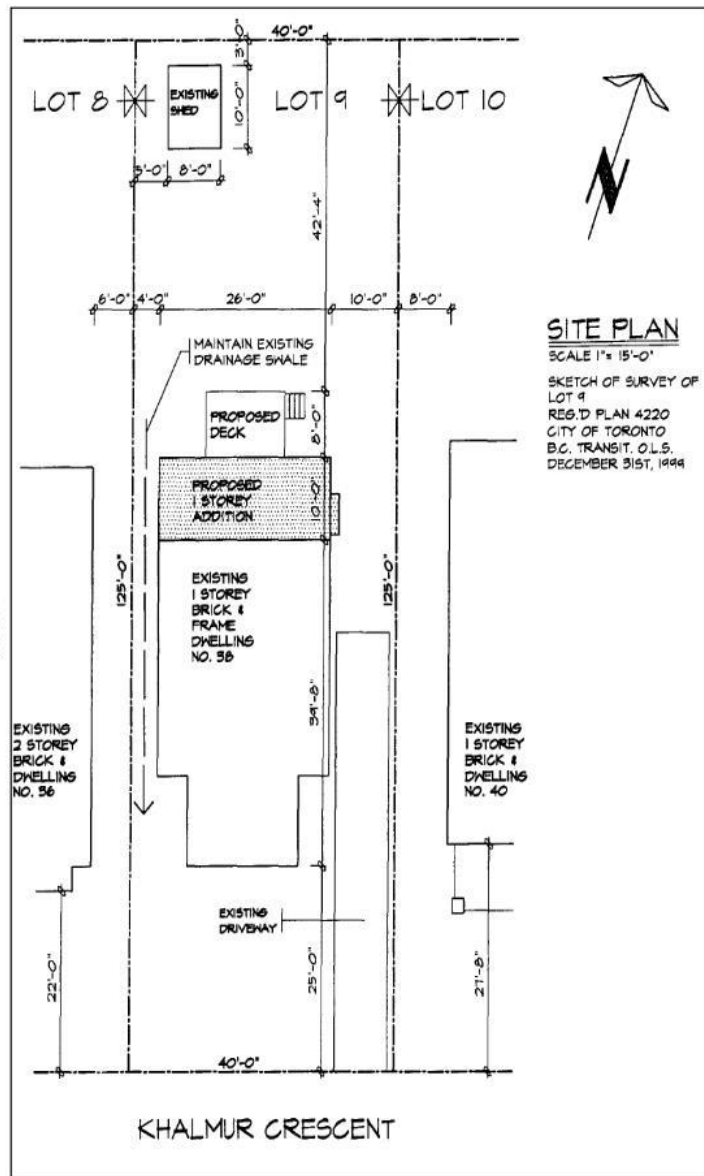
## Site Plan Example

A site plan identifies all buildings, structures and other features in relation to property boundaries. The site plan should identify your existing house and any proposed changes.

Most or all of the information required for a site plan may be found on your property survey.

The following information should be shown on a site plan:

- 1) Title and scale (metric)
- 2) Legal description
- 3) Street name
- 4) North arrow
- 5) Current uses
- 6) Property lines with dimensions
- 7) Setbacks to all property lines from existing and proposed structure(s)
- 8) Overall building dimensions
- 9) Right-of-way(s) and easements
- 10) Driveway
- 11) Septic, well, etc.
- 12) Natural and artificial features, watercourses, swamps, and wooded areas



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