



DEVELOPMENT AND  
PROPERTY DEPARTMENT

# GENERAL INQUIRY FORM

PRE-CONSULTATION FOR:

- Official Plan Inquiry       Severance  
 Zoning By-law Inquiry       Minor Variance  
 Subdivision Inquiry       \_\_\_\_\_

*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.*

**OWNER / AGENT:**

Date:
Name of Applicant (owner or agent): <i>(If agent, we require letter of authorization from the owner)</i>
Telephone; Fax:
E-mail:

Lot:	Conc:
Geographic Township:	
Municipality:	
Address / Access:	

**DESCRIPTION OF SUBJECT LAND:**

Lot:	Conc:	Geographic Township:	Municipality:
Property Owner's Name:			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 within 1000 metres (0.62 miles) of subject property which house or are capable of housing livestock?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Minimum Distance Separation data sheets will need to be completed for those barns. 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

**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)