

Required submission documents in addition to this application

Detailed Plot Plan of the existing and proposed development (See sample)

Recommended documents to include with this submission, if available

Construction Plans

Photographs of the site

Elevation Details

Sewage System Information

If your proposal involves the construction of living space and/or plumbing fixtures, please complete this section. Additional information may be requested upon review.

Type of system: Holding Tank Septic System Tertiary System

Water supply: Dug Well Drilled Well Casing Depth: _____

Other: _____

Number of Bedrooms

Existing: _____ Proposed: _____

Plumbing Fixture Information

Existing Fixture Count: _____ Proposed Fixture Count: _____

Area of Liveable Space, including walkout basement, loft etc.

Existing: _____ Proposed: _____

Process Summary

1. Staff and various Agencies will review all proposals submitted for pre-consultation review on the first Monday of the month.
2. Submissions are required to be submitted by the date noted on the Pre-Consultation Schedule below. These dates are subject to change.
3. Upon submission, your application will be placed on the next available agenda.
4. The Planner assigned to your file will follow up with you after receiving comments from Staff and Agencies with a summary of comments and next steps in the process, if applicable.
5. Once you receive your follow up from the Planner, you may request a meeting with Staff and various Agencies to discuss the comments and next steps.
6. Please refer to the Committee of Adjustment Schedule for submission due dates and hearing dates for minor variance applications. Please contact Staff regarding Zoning By-Law Amendment application submission due dates and hearing dates.

Acknowledgement

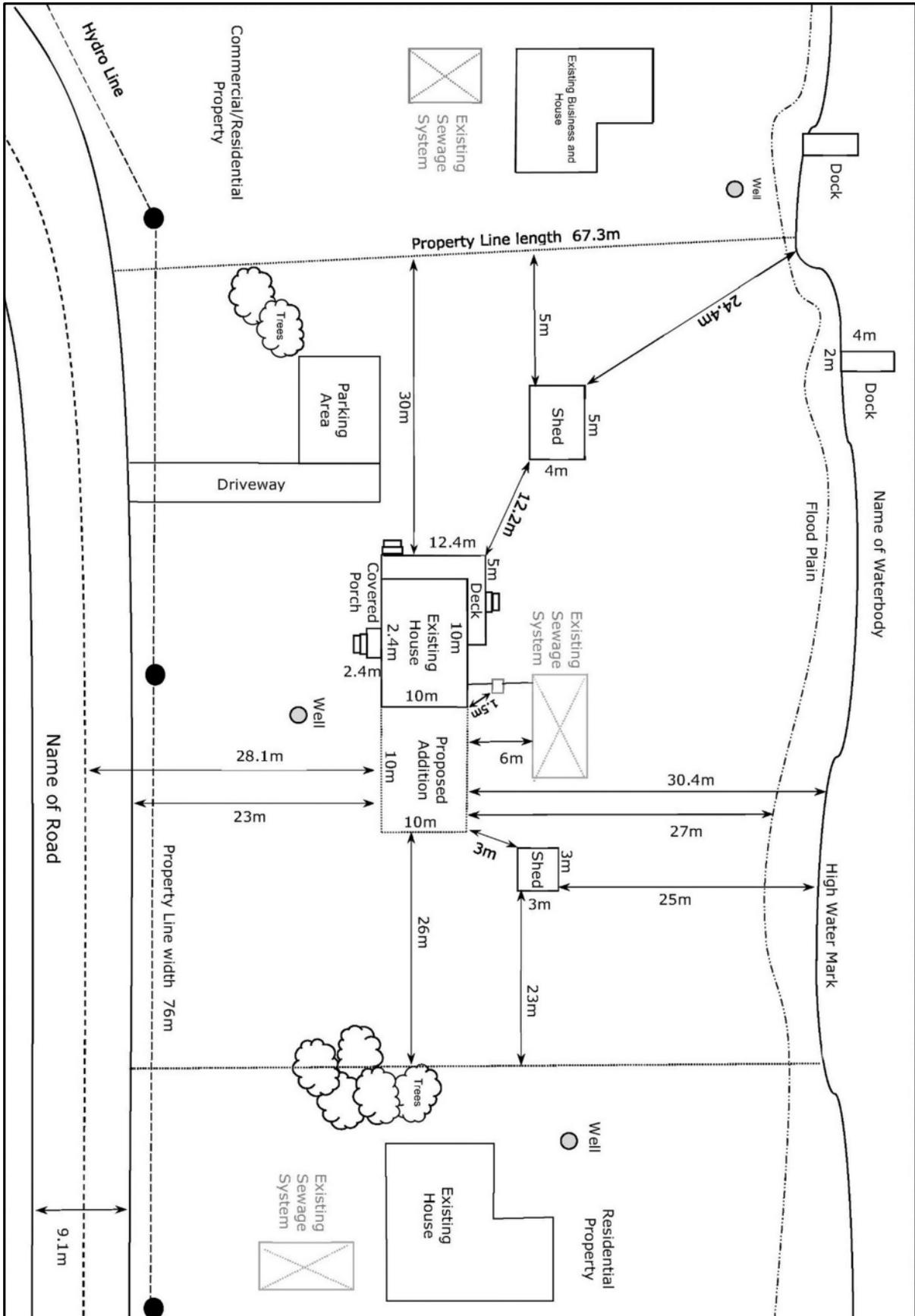
- I have submitted accurate information and understand that additional information may be requested upon review of this application.
- I have read the Process Summary Section of this application.
- I understand that a site inspection may be required by Staff.
- I understand that inaccurate or insufficient information provided during the pre-consultation review may result in changes to the comments/position of Staff and/or Agencies at the formal application stage.

Applicant Name: _____

Date Submitted: _____

Applications may be submitted in person at the Township Office, by email (planningtechnician@townshipleeds.on.ca) or through the CityWide Portal at <https://citywideportal.com/auth/login>.

Sample Plot Plan



2026 Pre-Consultation Schedule

Application Due Date	Pre-Consultation Review Date
December 12, 2025	January 14, 2026
January 16, 2026	February 4, 2026
February 13, 2026	March 4, 2026
March 13, 2026	April 1, 2026
April 17, 2026	May 6, 2026
May 15, 2026	June 3, 2026
June 12, 2026	July 8, 2026
July 17, 2026	August 5, 2026
August 14, 2026	September 2, 2026
September 18, 2026	October 7, 2026
October 16, 2026	November 4, 2026
November 13, 2026	December 2, 2026
December 11, 2026	January 13, 2027