



Preliminary Meeting Request Form

(Arranged within 5 business days)

The Town of Caledon Planning and Development Department provides the opportunity for applicants to meet with Planning staff to discuss their proposal prior to attending a Mandatory Pre-Consultation Meeting (DART) or submitting a planning application. The purpose of such meetings is to discuss the proposal, identify appropriate approval process(es) as well as to discuss potential areas of concern.

To request a preliminary meeting, the applicant must submit the following information to the Development Service Advisor:

- A Completed Preliminary Meeting Request Form;
- A Concept Plan of the proposal which includes the property location, proposed access, lot lines and building locations; and,
- Any other information that may be pertinent.

Please note that if the above-noted documents are submitted electronically, they must be readable/scalable when printed on maximum 11 x 17 format.

Once the applicant has submitted the above-noted material, the meeting will be arranged within 5 business days. At the meeting, planning staff will provide the applicant feedback regarding the proposal. 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 DART meeting, additional information may be identified or discussed.

Summary of Proposal: _____

Municipal Address: _____

Legal Description: _____

Site Area: _____

Roll Number: _____

Applicant Name: _____

Owner Name: _____

Phone Number: _____

Email Address: _____

For Office Use Only	
Date Received: _____	Ward: _____
PIN Number: _____	Roll Number: _____
Meeting Date: _____	Lead Planner Assigned: _____

NOTE:
Please submit the completed Preliminary Meeting Request Form and required information in person, by e-mail or fax to:

Kathryn Mifsud
Development Service Advisor
Planning and Development Department
Tel.: 905-584-2272 ext. 4298
Fax: 905-584-5312
Email: kathryn.mifsud@caledon.ca

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TOWN HALL
6311 Old Church Road, Caledon, ON L7C 1J6
905.584.2272 | 1.888.CALEDON | FAX 905.584.4325 | www.caledon.ca