



Development Services Department – Planning Division  
180 Kent Street West  
Lindsay ON K9V 2Y6  
Tel: (705) 324-9411 Ext. 1231  
Fax: (705) 324-4027  
e-mail: [planningadmin@kawarthalakes.ca](mailto:planningadmin@kawarthalakes.ca)  
website: [www.kawarthalakes.ca](http://www.kawarthalakes.ca)

## **What is Preconsultation?**

Preconsultation allows staff and external agencies an opportunity to provide preliminary comments and to identify required documents regarding a development proposal. The purpose of Preconsultation is to address matters such as servicing, environmental protection, Official Plan policies, and consistency with provincial plans ahead of a formal development application.

Preconsultation is required prior to submission of a development application for:

- Official Plan Amendment;
- Zoning By-law Amendment; and
- Plan of Subdivision or Condominium.

## **What is the Preconsultation Process?**

1. The proponent submits a Preconsultation Application Form and sketch or preliminary plans to the City of Kawartha Lakes with the applicable fee. Owner authorization is not required for a Preconsultation Application.

The Preconsultation Application Form is available on the City of Kawartha Lakes website. The Preconsultation fee is prescribed by the City's Consolidated Fees By-law 2018-234 and the fee is available on the City of Kawartha Lakes website.

2. Planning Staff circulate a preliminary report, including the Application to the Preconsultation Committee for comments, and provide a copy of this circulation to the applicant along with the expected timelines for processing.
3. The proponent receives written comments on the proposal from Planning Staff, typically in a Final Report. The comments will outline the required applications, reports, studies, and plans from each department and agency. Specific submission requirements and contact information are also provided, along with a checklist.
4. The proponent may request a follow up meeting by contacting Planning Staff where further clarification or discussion is necessary. Planning staff will schedule the follow up meeting with the relevant agencies or divisions which need to be part of the discussion.

The development process is a legal and public proceeding. As such you may wish to hire a professional to help you through the application and submission process. Feel free to ask Planning staff for a list of development consultants.

### **Who is the Preconsultation Committee?**

The Preconsultation Committee is composed of staff members from all applicable City Departments such as Planning Division, Building Division, Engineering & Corporate Assets Department, and Economic Development Division, etc.. Outside agencies such as the conservation authorities, the Ministry of Transportation, and the Trent-Severn Waterway may also be invited to attend.