



# Development & Property Department GENERAL INQUIRY FORM

Pre-consultation for:  Official Plan Inquiry  Severance  
 Zoning By-law Inquiry  Minor Variance  
 Subdivision Inquiry  \_\_\_\_\_

An inquiry submitted by an agent will not be processed without written authorization from the owner. Owner's authorization attached: Yes  No

Name of Property Owner(s):	
Mailing Address:	
Postal Code:	
Telephone; Fax:	
E-mail:	
Response should be mailed to the Owner(s):	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name of Agent: (if applicable)	
Mailing Address:	
Postal Code:	
Telephone; Fax:	
E-mail:	
Response should be mailed to the Agent:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**DESCRIPTION OF SUBJECT LAND:**

Lot:	Conc:	Geographic Township:	Municipality:
Civic Address:			

**SUMMARY OF PROPOSAL: (Attach a separate page if necessary)**

**If proposal involves a severance, information regarding the land intended to be severed and the land to be retained is required:**

Dimensions		Severed		Retained
		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:**

<b>Type of Services Available or Proposed</b>	<input type="checkbox"/> Well	<input type="checkbox"/> Septic	<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Municipal Sewer
<b>Type of Road Access</b>	<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

**SKETCH (a sketch no larger than 8 ½ by 11 inches must be returned with this form and must include the following information)**

*Pre-consultation is not pre-approval of an application. The County of Renfrew will provide a written response to this inquiry which will identify potential issues with the proposal and the policies that would be considered in the review of any formal application. If a formal application is submitted, new information and 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.*

*One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County of Renfrew to such persons as the County of Renfrew sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.*

Development & Property Department  
**AUTHORIZATION OF OWNER(S) FOR  
AGENT TO MAKE GENERAL INQUIRY**

I/We,

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*(list all registered owners)*

am/are the owner(s) of the land that is the subject of this inquiry being made to the County of Renfrew Development and Property Department and I/we authorize

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to make this inquiry on my/our behalf.

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Owner

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Date

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Owner

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Date

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Owner

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Date

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Owner

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Date

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Owner

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Date