



**DEVELOPMENT ADVISORY TEAM (DAT)  
MEETING REQUEST APPLICATION**

<b>APPLICANT DETAILS:</b>			
<b>NAME (First):</b>		<b>NAME (Last):</b>	
<b>APPLICANT ADDRESS</b> (street, city, postal code):			
<b>ROLE IN DEVELOPMENT (OWNER/AGENT ETC):</b>		<b>PHONE #:</b>	
<b>EMAIL ADDRESS:</b>			

<b>PROJECT INFORMATION</b>			
<b>PROJECT NAME:</b>			
<b>SITE LOCATION OR ADDRESS:</b>			
<b>CURRENT USE OF LANDS:</b>		<b>CURRENT ZONING:</b>	
<b>DESCRIPTION OF PROPOSED PROJECT AND LAND USE:</b>			
<b>SPECIFIC QUESTIONS OR TOPICS YOU WISH TO DISCUSS:</b>	1)		
	2)		
	3)		

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. ALL INFORMATION IS REQUIRED. STAFF RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION. INCOMPLETE FORMS WILL BE REJECTED AND MEETING WILL NOT BE SCHEDULED.**



## DEVELOPMENT ADVISORY TEAM (DAT) MEETING REQUEST APPLICATION

<b>MEETING ATTENDEES:</b>			
Please list all individuals you would like to attend the meeting and their responsibilities in the development/project. The DAT meeting link will be distributed to the following individuals.			
<b>NAME (First):</b>		<b>NAME (Last):</b>	
<b>ROLE IN DEVELOPMENT (OWNER/AGENT ETC):</b>		<b>PHONE #:</b>	
<b>EMAIL ADDRESS:</b>			
<b>NAME (First):</b>		<b>NAME (Last):</b>	
<b>ROLE IN DEVELOPMENT (OWNER/AGENT ETC):</b>		<b>PHONE #:</b>	
<b>EMAIL ADDRESS:</b>			
<b>NAME (First):</b>		<b>NAME (Last):</b>	
<b>ROLE IN DEVELOPMENT (OWNER/AGENT ETC):</b>		<b>PHONE #:</b>	
<b>EMAIL ADDRESS:</b>			
<b>NAME (First):</b>		<b>NAME (Last):</b>	
<b>ROLE IN DEVELOPMENT (OWNER/AGENT ETC):</b>		<b>PHONE #:</b>	
<b>EMAIL ADDRESS:</b>			
<b>NAME (First):</b>		<b>NAME (Last):</b>	
<b>ROLE IN DEVELOPMENT (OWNER/AGENT ETC):</b>		<b>PHONE #:</b>	
<b>EMAIL ADDRESS:</b>			

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. ALL INFORMATION IS REQUIRED. STAFF RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION. INCOMPLETE FORMS WILL BE REJECTED AND MEETING WILL NOT BE SCHEDULED.**



## DEVELOPMENT ADVISORY TEAM (DAT) MEETING REQUEST APPLICATION

### REQUIRED DOCUMENTATION CHECKLIST:

The following information and reports are mandatory requirements to book an initial DAT meeting. Meeting will not be booked until all requirements are received electronically in a legible and accessible .PDF format.

- List of questions and topics that you wish to discuss.
- Site location map, written legal description indicating the location of the proposed project.
- Written description of the proposed project.
- \$280.00 Pre-development Meeting Fee

**Overall Plan**

- Planning Justification Report
- Conceptual Site Plan Layout and Site Survey
- Traffic/Transportation Impact Study
- Noise Feasibility
- Geotechnical Report

**Environmental**

- Storm Water Management Report
- Functional Servicing Report
- Tree Inventory and Restoration Plan
- Floodline Mapping
- Environmental Evaluation Report

### SUPPLEMENTARY DOCUMENTATION CHECKLIST:

The following information and reports MAY be requested prior to scheduling your initial DAT Meeting (depending on the project).

**All will be mandatory requirements of your final application.**

**Overall Plan:**

- Grading Plan
- Drainage Plan
- Servicing Plan

**Environmental**

- Storm Water Management Report
- Functional Servicing Report
- Tree Inventory and Restoration Plan
- Environmental Evaluation Report
- Environmental Site Screening Checklist
- Phase One or Two Environmental Site Assessment
- Natural Heritage Impact Statement
- Archaeological Report
- Hydrogeology Study
- Hydraulic Modeling (if available)
- DFO Fish Habitat Screening (when necessary)

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. ALL INFORMATION IS REQUIRED. STAFF RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION. INCOMPLETE FORMS WILL BE REJECTED AND MEETING WILL NOT BE SCHEDULED.**



## DEVELOPMENT ADVISORY TEAM (DAT) MEETING REQUEST APPLICATION

### DAT INFORMATION:

#### What is the purpose of DAT meetings?

To advise and inform applicants of the procedural requirements for a new development or project, identify project related issues, and exchange information. Comments from staff are conceptual in nature and should not be construed as a formal staff recommendation. Pre-development DAT meetings are held every 2<sup>nd</sup> Tuesday at 2:00 p.m. Meetings are scheduled on a first come first serve basis.

#### Who attends DAT meetings?

Staff from Planning, Public Works, Engineering, Building, Clerks, Fire Department, and if relevant the Conservation Authority are also in attendance. It is recommended that the developer's engineer, architect, and building contractor also attend the DAT meeting.

#### What happens after the meeting?

Once the staff gains an understanding of the project proposal, we will clarify the submission and the formal review process. To the extent possible, staff will provide feedback on the proposal and identify compliance issues. All DAT meeting feedback is conceptual and preliminary.

#### Please submit request form & required documentation to:

Jessica Smith, Executive Assistant/Deputy Clerk  
Town of Petrolia  
[jsmith@petrolia.ca](mailto:jsmith@petrolia.ca)

The DAT meeting will be scheduled once the required items are received, and the meeting request application is deemed complete. **Fee of \$280.00** is applicable to all DAT meetings and is payable to the Town of Petrolia. Fee includes all follow-up meetings. If 6 months have passed since the original meeting, files are no longer on record and the fee is applicable as a new request.

\*fee subject to change, please refer to current Fee Schedule.

### STATEMENT OF UNDERSTANDING:

I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested in this form and understand that this meeting does not constitute Town/County review for the purposes of approval or permit issuance. A licensed professional engineer should be consulted independently by the applicant regarding potential utility, drainage, and floodplain impact issues prior to making any decisions regarding real estate or other business transactions.

Upon submittal of the appropriate application(s), additional comments from Town/County staff should be expected in addition to those that were discussed in this meeting.

**Furthermore, I understand that this meeting is not a development permit application and does not constitute the first in a series of approvals and or permits for this proposed project.** Plans shall be prepared in accordance with the OBC, OFPPA & any other regulatory body requirements.

**APPLICANT SIGNATURE:**

**DATE (mm/dd/yy):**

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. ALL INFORMATION IS REQUIRED. STAFF RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION. INCOMPLETE FORMS WILL BE REJECTED AND MEETING WILL NOT BE SCHEDULED.**