

## **Applicant's Checklist for Pre-Application Consultation Meeting**

List of items that the Applicant must provide prior to a pre-application consultation (pre-con) meeting:

When sending a request for a pre-con meeting, ensure that:

- Fee is paid at Client Service Centre (if applicable)
- Pre-application consultation form is completed
- Concept plan and electronic form are sent to Planner 3/File Lead
- Preliminary engineering information are provided:
  - General idea of how the Applicant intends to service the site
  - Master Servicing Study the site is under
  - Any significant demands on system
- [TIA submission, Step 1 Screening](#) completed, provided and accepted.

Before Pre-con meeting:

- Provide a list of attendees, depending on the nature of development, including:
  - Civil engineering consultants (usually required)
  - Transportation consultants
  - Environmental consultants
- [Review TIA Step 2 Scoping](#) with the Transportation Project Manager to discuss at pre-con meeting

### Notes

- Be sure to fill in the application form completely. The more details provided, the more complete the provided list of studies and plans will be.
- Should the Applicant not provide sufficient material to have a productive meeting, the meeting may be postponed until such time that adequate material is provided.
- In the event the Applicant requests to carry on with a preliminary meeting anyway, the Applicant should anticipate an additional meeting be held prior to application submission, once sufficient details are provided.