

Protocol for the Submission of Planning Applications during COVID-19 Emergency

The Township of Douro-Dummer Municipal Office remains closed to the public due to COVID-19. During this situation, planning applications are being accepted and processed, however in a slightly different manner.

Pre-Consultation/Application

Pre-consultation is a mandatory requirement prior to the Township accepting a formal planning application. The requisite pre-consultation form and guidelines are attached.

Once the Township receives the completed form staff will be in contact to arrange for the virtual pre-consultation by Telephone/video conference.

Submitting Application

Given the circumstances and the requirement for maintaining social distancing, completed applications will be required to be commissioned prior to being submitted to the Township (most lawyers do this by appointment and for a fee). Completed applications will be required to be submitted by email to crystal@dourodummer.on.ca and a hard copy, along with the Township fee and ORCA fee (if applicable) to the Township Office by mail or by dropping off in the Township Drop Box.

Until further notice, all Public Meetings will be held by **virtual** meeting. The public can participate by watching on an electronic device and, if so desired, make statements and/or ask questions. Details of how the public can participate will be described in the Notice that is sent to various agencies and property owners within the prescribed area of the subject property.

Meetings will be recorded and livestreamed on the [Township's YouTube Channel](#). If a member of the public is not able to participate in the virtual public meeting, but still wish to make a written statement, their comments can be submitted by email to the [Township Clerk](#).

Zoning By-law Amendment or Minor Variance Applications are available on the [Township's website](#).

Additional information relating to submitting a planning application may be obtained by contacting the undersigned.

Dated this 19th day of June, 2020.

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