



PRE-CONSULTATION REQUEST FORM

Pre-consultation is required for all Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Condominium, and Site Plan Control Applications. This process provides an opportunity for the applicant to discuss their proposal with City staff in order to identify any important issues and to discuss other required plans, studies, or further requirements needed for the application.

Property Address:
Applicant <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner
Name:
Applicant's Address:
E-Mail:
Telephone Number:
Owner (if different from applicant):
Description of Proposal:

Please check the applicable pre-consultation (payable by cheque)

- | | |
|---|-------|
| <input type="checkbox"/> Official Plan Amendment or Zoning By-law Amendment | \$255 |
| <input type="checkbox"/> Minor Site Plan Approval | \$255 |
| <input type="checkbox"/> Major Site Plan Approval | \$510 |
| <input type="checkbox"/> Draft Plan of Subdivision/Condominium | \$510 |

For concurrent applications, only one fee will be applicable (at the highest applicable rate). City staff will determine if the Pre-consultation is Minor or Major for Site Plan Approval. The Pre-consultation is only valid for one year. A new Pre-consultation and new fee must be paid if the planning application is not received within one year of the Pre-consultation.

Concept Site Plan required for Pre-Consultation

A Site Plan drawing illustrates the proposal using a bird's eye view and provides a summary of the development that will take place on the site. At minimum, a preliminary site plan drawing must include the following in order to schedule a formal pre-consultation meeting:

- North arrow
- Address of the property, and the lot dimensions
- Identification of abutting streets
- Location and number of parking spaces
- Proposed building footprint location, size and setbacks from lot lines
- Identification of driveway entrances
- Identification of the main entrance into the building
- Identification of the nearest fire hydrant and/or Siamese connection at the building

Contact Information
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