



Pre-Consultation Submission Requirements & Request Form

Important: Please check all applicable boxes and submit with your application.
 Please keep a copy for your files.

FOR OFFICE USE ONLY

Date Received: _____ Received By: _____

SECTION 1 – PROPERTY INFORMATION:

Site Address: _____

Roll #: _____

SECTION 2 – OWNER INFORMATION

Registered Owner Name: _____

Address: _____ Postal Code: _____

Preferred Phone Number: _____

Email Address: _____

Owner's Authorization Letter Attached (Must be attached if the applicant is not the owner)

SECTION 3 – APPLICANT INFORMATION

Name of Applicant (If different from owner): _____

Address: _____ Postal Code: _____

Preferred Phone Number: _____

Email Address: _____

Have you had any previous discussions with Planning staff with respect to this proposal?

Yes No

If yes, with who have you consulted? _____

Has this land been the subject of any other application under the Planning Act within the last five years? If yes, please list the type of application and file number below:

_____ File Number: _____

SECTION 4 – PROPOSAL

Summary of Proposal:

Please attach separate sheets/forms/sketches if more space is required

SECTION 5 – SITE PLAN SUBMISSION ITEMS (Check all that apply):

- Site Sketch
- Background Studies
- Legal Survey (if available)
- Floor plans & elevations

All drawings and studies be submitted in digital format (.pdf) and at least one hard copy shall be provided

SECTION 6 – CONCEPT PLAN INFORMATION

Note: The more detailed the concept plan, the more detailed feedback the development team will be able to provide. All plans are to be submitted in metric units.

- Scale (metric)
- Project name and municipal address
- Contact Information
- Location (adjacent streets/mail intersection)
- Lot lines and dimension
- Proposed use(s)
- All proposed buildings and structures
- Loading Spaces
- Number of units/storeys
- Natural features affecting the site
- Landscape areas and proposed features
- Proposed access/driveways/roads
- Proposed servicing details – sanitary, water and storm
- Parking areas and number of spaces
- Zoning Standards Matrix:
 - Lot Area
 - Setbacks to all lot lines (based on survey)
 - Lot coverage
 - Gross floor area of each use
 - Height of building
 - Parking and loading spaces