



Instructions for APPLICATION FOR OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT

**THE CORPORATION OF THE CITY OF LONDON DEVELOPMENT &
COMPLIANCE SERVICES, DEVELOPMENT SERVICES
6th FLOOR, CITY HALL, 300 DUFFERIN AVENUE, LONDON, ONTARIO N6A 4L9
Telephone: (519) 930-3500**

DETACH THE FIRST TWO PAGES AND RETAIN FOR FUTURE REFERENCE

1. This process pertains to a combined application for Official Plan and Zoning By-law Amendment.
2. There are different fees for each type of application (See Schedule APP-4 attached for a fee schedule).
3. Other related applications may be processed concurrently during this process.
4. Applicants may submit a separate justification report to address any of the questions within. In doing so, please ensure that the report identifies all of the questions herein, or use a combination of application form and justification report to ensure all required information is provided.

STEPS IN THE PROCESS

- Step 1 Consult with City of London Planning Staff:** Applicants are required to meet with a City Planning staff member prior to submitting an application. This is a formal meeting to be scheduled between the applicant and the City of London prior to filling out the application form.
- Step 2 Complete the application form:** Following your pre-application consultation (Step 1) you will be required to complete the required application form(s), include additional information identified during the pre-application consultation, and provide;
- A Cheque, made payable to the *Treasurer, City of London*, to cover the application fee (refer to Schedule APP-4) herein;
 - A sketch plan, including information as outlined on page 5, subsection 10;
 - Written authorizations, declarations and acknowledgements, with dated, original signatures, found at Sections 23-26.
 - Additional information which may be helpful in assessing an application: To expedite the review process, you are strongly encouraged to submit photographs or other relevant documentation that will assist in evaluating your application. To avoid delays, please ensure that your application is complete, that all drawings are neat and legible and that all dimensions are accurate.
- Step 3 Submit complete application package:** This includes any information and material identified at the pre-application consultation meeting, completed application forms, required fees, authorization letter (if applicable), requested zoning amendment overlay (if applicable) and a site sketch.
- Step 4 Complete application accepted:** The application is assessed for completeness and either accepted or returned to the applicant, requesting further information (back to step 3). If complete, the file is opened and timelines for processing are established. Once the application is accepted, all of the information that was submitted is open to review by the general public, including name, address, phone number, etc. – this is a public process.
- Step 5 Municipal Review:** Now that the application is complete a “Notice of Application” is published in a Thursday edition of *The Londoner*, and circulated to the required agencies, departments and nearby property Owners explaining the nature of the requested amendment(s), and inviting comment. The comments and opinions submitted on this matter, including the name and address of the respondent become part of the public record and may be viewed by the general public and published in the Report to Planning & Environment Committee and Council Agenda.
- Step 6 Report to the Planning & Environment Committee:** Based on analysis of the application and the comments provided by the public, agencies and departments, the Planning Division prepares a report to Planning & Environment Committee summarizing their findings.
- Step 7 Public Meeting Notice:** A Public Meeting is then scheduled and a “Public Meeting Notice” specifying the date, time and location of the meeting is again published in *The Londoner* and circulated to nearby property Owners and anyone who requested notification during the review period. Copies of the report are made available to the public the Wednesday prior to the Planning & Environment Committee meeting.

STEPS IN THE PROCESS

Step 8 Planning & Environment Committee & Public Meeting: The Public Meeting is held before the Planning & Environment Committee, as advertised. This is the opportunity for the Owner/applicant/agent to make representation regarding the application to Planning & Environment Committee and the public. As well, any member of the public may appear before the Committee to comment on the application. Please be advised that if a person or public body does not make oral or written submissions at the public meeting, or make written submissions to the City of London, before the proposed amendment(s) are adopted, the person or public body is not entitled to appeal the decision of the Council of the City of London to the Ontario Municipal Board, nor will they be added as a party to the hearing of an appeal.

Following this meeting a recommendation regarding the application is made to City Council.

Step 9 City Council Meeting: The Council of the City of London meets on alternate Mondays throughout the year. Municipal Council is the decision making authority with regard to Zoning By-law amendment applications, having regard for the recommendation presented by the Planning & Environment Committee (in Step 8). The Owner/applicant/agent and members of the public are welcome to attend Council, but are not permitted to participate in the deliberation.

Step10 Decision of Council: Following the Council meeting (within 15 days), a resolution is drafted which describes the decision and intention of Council regarding the subject application:

- If the By-law was passed, a notice is sent to the Owner/applicant/agent and property Owners within 120m of the subject lands advising them of the passing ("adoption") of the Amendment.

- Where an amendment is refused, the Owner/applicant/agent and anyone who made written request to the City Clerk for notice are informed of the decision. (See Step 11)

- Where an application is referred back to staff, the Owner/applicant/agent should contact the Planner on file to discuss the options and opportunities going forward, and for clarification of the referral.

Step11 Appeal Period: Following the decision of Council and subject to the conditions specified in the Planning Act, an appeal may be made to the Ontario Municipal Board (OMB) by filing a notice of appeal with the Clerk of the municipality.

**THE CITY OF LONDON
COMBINED OFFICIAL PLAN & ZONING AMENDMENT
APPLICATION FORM**

FOR APPLYING FOR APPROVAL UNDER SECTIONS 22 AND 34 OF THE PLANNING ACT

<p>CONCURRENT APPLICATIONS FILED Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees)</p> <p><input type="checkbox"/> Subdivision/Consent</p> <p><input type="checkbox"/> Minor Variance</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Other (Specify): _____ _____</p>	<p>OFFICE USE ONLY Date Stamp – Date Received</p> <p>FOR REFERENCE PURPOSES Municipal address:</p>
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REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:

Note: Until the Planning Board has received the information and material requested herein (as required under subsections (4) and (5) of Section 22 and (10.1) and (10.2) of Section 34 and any fee under Section 69 (1) of the *Planning Act*), **the application will be deemed incomplete, the time periods referred to in sections 22(7)(c), (d), (6.4) and 34(10.7) and 34(11) will not begin and the application will be returned to the applicant.**

<input type="checkbox"/>	The completed application form, authorizations, declarations and acknowledgments, as required under subsection 22(4) (5) and 34 (10.1) (10.2) of the <i>Planning Act</i> .
<input type="checkbox"/>	2 copies of sketch/plan showing EXISTING and PROPOSED building(s) and structure(s) on subject lands, where applicable. Sketch is to include the following for each existing and proposed building or structure: location including setbacks from lot lines, height and dimensions (or floor areas) in metric units, on 8 ½ x 14” paper, minimum. See Section 11 of this application for more detail.
<input type="checkbox"/>	Application Fee(s) (less \$256.00 Pre-Application Consultation Fee) made payable to the <i>Treasurer, City of London</i> (See Schedule APP-4)
<input type="checkbox"/>	A Letter of Authorization from the Owner (with dated, original signature) OR completion of the Owner's Authorization (Section 23), if the Owner is not filing the application.
<input type="checkbox"/>	If required, graphics for use by the City on the on-site signs and web pages (See Schedule APP-3)
<input type="checkbox"/>	Record of Pre-application Consultation (see Schedule 'A')
<input type="checkbox"/>	Other information identified at Pre-application consultation meeting.

PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply 1 copy of each):

Note: This section applies to all reports that were identified at the pre consultation meeting as studies that are required at the time of submitting the application – Refer to Schedule "B" for a reference.

THIS APPLICATION PACKAGE, FEES AND ADDITIONAL MATERIALS MUST BE SUBMITTED TO:

City of London, Planning Services, Current Planning 300 Dufferin Avenue, London, Ontario N6A 4L9	Telephone: 519-930-3500
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PLEASE REFER TO ONTARIO REGULATIONS 543/06 and 545/06 FOR ITEM REFERENCES 1 THROUGH 25

1) Applicant Information:

Complete the information below. All communications will be directed to the **Primary Contact** with a copy to the owner.

Note: If additional space is required for owner(s) information, please attach a separate sheet containing said information.

Registered Owner(s):

Name:

Address:

City:

Postal Code:

Phone:

Cell/Pager:

Fax:

Email:

Applicant (complete if the Applicant is not the Owner):

Name:

Address:

City:

Postal Code:

Phone:

Cell/Pager:

Fax:

Email:

Agent Authorized by the Owner to file the Application (if applicable):

Name:

Address:

City:

Postal Code:

Phone:

Cell/Pager:

Fax:

Email:

1 b) Which of the above is the Primary Contact? **Owner** **Applicant** **Agent**

2) Date Application Submitted to the City of London:

3) Names and address of the holders of any mortgages, charges or other encumbrances in respect of the subject land.

4) Current Official Plan Designation:

4b) Does the requested Amendment add, change, replace or delete a policy in the Official Plan?

Yes No

4c) If the answer to section 4b) is yes, what is the specific policy and the purpose of the addition, change, replacement or deletion?*

(Please use a separate sheet if needed)

5) Does the requested amendment change or replace a designation or schedule in the Official Plan? If yes, state that designation or schedule and describe the nature and purpose of that change?*

(Please use a separate sheet if needed)

5 b) What land uses would the requested Official Plan amendment authorize?*

(Please use a separate sheet if needed)

6) What is the current Zoning of the Subject Land?*	7) What zone or zones are being sought?

8) What are the reasons (purpose) for the requested zoning change?*
<i>(Please use a separate sheet if needed)</i>

8 b) Are the subject lands a suitable site and location for the requested zone(s)? What are the physical characteristics of the subject land?*
<i>(Please use a separate sheet if needed)</i>

8 c) Is the requested zone compatible with surrounding land uses? In what way?*
<i>(Please use a separate sheet if needed)</i>

* Note: The applicant may be required to submit a separate justification report.

9) Description of the land:	
Geographic Township:	
Lot(s):	Part Lot(s):
Concession(s):	Registered Plan No.:
Municipal Street Address (if applicable):	
Assessment Roll Number:	

10) Land uses, existing and proposed:		
Lot Frontage (m)?	Lot Depth (m)?	Lot Area (m ²)?
10 b) Existing Use(s)?		
10 c) The length of time that the existing uses of the subject land have continued?		
10 d) Number of Existing Buildings/Structures?		
10 e) Use of Existing Buildings/Structures (specify)?		
10 f) The date any existing buildings or structures on the subject land were constructed?		
10 g) The date the subject land was acquired?		
10 h) If known, the Proposed Use?		
10 i) If known, the number of Proposed Buildings/Structures?		
10 j) If known Proposed Use of Buildings/Structures (specify)?		

<p>11) A sketch illustrating the following information, in metric units, is required:</p> <ul style="list-style-type: none"> i. the boundaries and dimensions of the subject land; ii. the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines as well as their heights, building dimensions and floor areas; iii. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that; <ul style="list-style-type: none"> - are located on the subject <u>and</u> adjacent lands, and; - in the applicant’s opinion, may affect the application; iv. the current land uses on and adjacent to the subject lands; v. the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way; vi. if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and; vii. The location and nature of any easement or restrictive covenant affecting the subject land.

12) Access: Access to the subject lands will be provided by:					
Δ	Private Street (not usually permitted)	Δ	Provincial Highway	Δ	Other (Specify)
Δ	Right of Way (not permitted)	Δ	Assumed Municipal Street		

19) Lands subject to zoning with conditions:

Are the subject lands within an area where zoning with conditions applies? YES NO

19 b) If the answer to section 19 is yes, provide an explanation of how the proposed amendment complies with the Official Plan Policy relating to the zoning with conditions:

(Please use a separate sheet if needed)

20) Other applications under the Planning Act:

Is the subject land, or land within 120m of the subject lands, the focus of any other application under the *Planning Act*?

YES NO

20 b) If the answer to Section 20 was 'yes', please indicate which applications are being undertaken.

<input type="checkbox"/>	Draft Plan of Subdivision	File No.:	Status:
<input type="checkbox"/>	Consent or Variance	File No.:	Status:
<input type="checkbox"/>	Zoning By-law Amendment	File No.:	Status:
<input type="checkbox"/>	Official Plan Amendment	File No.:	Status:
<input type="checkbox"/>	Minister's Zoning Order	Ontario Regulation No.:	Status:
<input type="checkbox"/>	Site Plan	File No.:	Status:
<input type="checkbox"/>	Other (Specify)	File No.:	Status:

20 c) If you answered ‘yes’ to any of Section 20, please describe the land the “other” application affects, the purpose of that application, and the effect that application will have on the amendment requested through this application.

(Please use a separate sheet if needed)

21) Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*?

Identify policies from the Provincial Policy Statement (PPS) that you intend to use to support your application.

(Please use a separate sheet if needed)

22) What is the applicant’s proposed strategy for consulting with the public with respect to this application?

25) Municipal Freedom of Information Declaration

In accordance with the provisions of the Planning Act, it is the policy of the City Planning Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I _____,
 (the owner / applicant / authorized agent) hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

 Signature Day Month Year

26) Owner’s Permission and Acknowledgement for Access to Property and On-Site Sign

This must be completed by the property owner(s).

Note: if there are multiple property owners, or properties, a permission, acknowledgement and direction letter from each owner (with dated, original signature) is required OR each owner must sign the following permission and acknowledgement.

I, (we) _____ (print name of owner or owner’s company representative (if applicable)), of _____ (print name of owner’s company/corporation, if applicable)), being the registered owner of _____ (print address of the subject property), hereby:

<input type="checkbox"/>	Grant permission for City of London staff to enter onto the property, without notice, for the purposes of evaluation of this application.
<input type="checkbox"/>	Grant permission for the City of London, or a representative of the City, to enter onto the property as necessary, and without notice, to install, maintain, relocate, modify, and/or remove one or more “Planning Application” signs in association with this application.
<input type="checkbox"/>	Agree that I will not damage, deface, remove, or relocate the sign(s), and that doing so may result in a contravention of the Planning Act, therefore voiding my application and necessitating re-application to the City of London.
<input type="checkbox"/>	Acknowledge that the City, or a representative of the City, will remove the sign at such date as deemed appropriate by the City.
<input type="checkbox"/>	Acknowledge that minor excavation and site disturbance may result from sign-related activities
<input type="checkbox"/>	Acknowledge that the City of London, or a representative of the City, will keep a photographic record of the site conditions existing immediately prior, and following, the undertaking of sign-related activities

 Signature Day Month Year

Signature of owner or owner’s company representative
 “I/we have the authority to bind the corporation”

PROVINCIAL POLICY INFORMATION REQUIREMENTS

Schedule APP-1

Completion of the following will assist the municipality in performing a complete review of the subject proposal. *(Please use a separate sheet if needed)*

1) What is the current and previous use of the subject land?

Current Use(s): _____

All previous known uses: _____

2) Has there been an industrial or commercial use, or a gas station, on the subject or adjacent lands, any grading or change to the property by adding fill or other material, any petroleum or other fuel stored on the subject or adjacent lands or any reason to believe the subject land may have been contaminated by former uses on or adjacent to the subject site(s)?

Yes No

If Yes, please explain the nature of the use and/or potential for contamination:

What information did you use to determine the answers to the above questions?

3) If Yes to 2, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.

Report attached? YES NO

4) Subsurface Rights

Are the subsurface rights and the surface rights to the property held by the same owner? YES NO

If the answer to 4 is No, who owns the subsurface rights? _____

If the answer to 4 is No, please have the owner complete the following declaration.

AUTHORIZATION FROM THE OWNER OF THE SUBSURFACE RIGHTS

(if subsurface rights different from the Owner of the lands)

I, _____, owner of the subsurface rights for the subject property, am aware of this application and consent to it.

 (signature)

 (date)

 (address)

 Telephone Number

 Facsimile Number

5) Significant Features Checklist

Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹				___ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²				___ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³ within 1000 metres				___ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				___ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				___ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				___ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railwayline				___ metres	Evaluate impacts within 300 metres.
Controlled access highways or freeways, including designated future ones				___ metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater					Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station				___ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line				___ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				___ metres	Will the corridor be protected? Noise Study prepared?
Mineral aggregate resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				___ metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				___ metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentially significant wetlands				___ metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species				___ metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valleylands, areas of natural and scientific interest.				___ metres	Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous sites ⁴				___ metres	Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				___ metres	Development to comply with the Minimum Distance Separation Formulae and O. P. policies.

¹Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

²Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

³Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

⁴Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

GRAPHIC REQUIREMENTS

Schedule APP-3

If renderings of the proposed development are required as part of a complete application, they are to be provided in accordance with the following requirements for the City's inclusion on the on-site signs and the application-specific web page.

For Proposed Development best represented using a landscape image format (usually a short or wide building)

Graphic renderings are required which represent the conceptual design of the proposal for the production of the on-site sign.

A minimum of 2 renderings must be provided, oriented in landscape format and sized to the dimensions of 48"(W) x 26"(H), provided in PDF and JPEG format at a DPI of 300.

These renderings should be an accurate visual representation of the proposal and highlight features of the conceptual design. The images should be full bleed with no borders. The image must not be distorted or skewed in any way and is subject to cropping.

OR

For Proposed Development best represented using a portrait image format (usually for a tall building)

Graphic renderings are required which represent the conceptual design of the proposal for the production of the on-site sign.

A minimum of 2 renderings must be provided, oriented in portrait format and sized to the dimensions of 14"(W) x 26"(H), provided in PDF and JPEG format at a DPI of 300.

AND

A minimum of 3 renderings must be provided, oriented in landscape format and sized to the dimensions of 34"(W) x 13"(H), provided in PDF and JPEG format at a DPI of 300. The landscape images are typically, but not always, of the pedestrian level of a tall building.

These renderings should be an accurate visual representation of the proposal and highlight features of the conceptual design. The images should be full bleed with no borders. The image must not be distorted or skewed in any way and is subject to cropping.

SCHEDULE OF FEES

Schedule APP-4

All cheques must be made payable to the **City Treasurer**.

Effective JANUARY 1, 2020

COMBINED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT APPLICATION FEE	
Application Fees = Zoning Fee + Official Plan Fee - *Pre-Application Consultation Fee	
Zoning By-law and Official Plan Amendment Base Fee	\$20,480
Pre-Application Consultation Fee refunded upon submission of Application	<u>-256</u>
	\$20,224

Last updated: February 2020



SCHEDULE 'A'
PRE-APPLICATION CONSULTATION
OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS

PROPOSAL SUMMARY GUIDELINE

About Mandatory Pre-application Consultation

Prior to submitting an application for an Official Plan Amendment or Zoning By-law Amendment to the City of London, a proponent is required to consult with relevant City staff. Pre-application consultation is intended to facilitate early discussions between the proponent and City staff pertaining to the application, and to allow City staff to determine the specific reports, studies and information that is required to be submitted together with the application form as part of a complete application.

A proponent initiates the mandatory pre-application consultation by submitting a written Proposal Summary to the City of London Current Planning Section, Development Services. It may have been preceded by informal discussions with a city planner and is the first step in preparing to submit a formal amendment application.

What is the Proposal Summary?

The Proposal Summary is an introductory letter or short report submitted by a proponent that describes the proposed development sufficiently for City Staff to understand the proposal and possible site limitations. It may consist of several pages of text, plus figures, depending on the complexity of the proposal.

It is not intended that the Proposal Summary include documentation supporting the merits of the proposal. The proponent will be provided with ample opportunity to provide supporting documentation with the formal Official Plan and/or Zoning By-law amendment application.

Submitting a Proposal Summary

A Proposal Summary may be submitted to the Manager of Current Planning (mtomazin@london.ca) in either paper or electronic (.pdf) format. The submission must be accompanied by the \$256 Pre-application Consultation fee, which is refundable if a formal Official Plan or Zoning By-law Amendment application is submitted. Proposal Summaries are to be submitted to the Manager, Current Planning.

How the Proposal Summary is reviewed?

City staff will review a submitted Proposal Summary with the objectives of identifying Provincial and municipal policies, guidelines and plans that may impact the application, determining potential issues and identifying reports, studies, information and any concurrent applications required to be submitted as part of a complete application.

City staff will meet with the proponent at a scheduled Pre-application consultation meeting to discuss the proposed application and the results of the internal review. Pre-application consultation meetings are held on Tuesday afternoons approximately 2 weeks after a Proposal Report is submitted. The planner attending this meeting will provide the proponent with a written Record of Pre-application Consultation that must be submitted with the formal Official Plan and/or Zoning By-law Amendment application form.

Preparing a Proposal Summary

A Proposal Summary must provide background information as outlined in each of the required sections (1 to 6) as described below.

1.0 INTRODUCTION / SITE DESCRIPTION

Provide date of submission and the contact information for the key contact person (proponent and/or agent for the proponent). Provide a general, but brief, description of the subject site. Insert a key map illustrating the location and boundary of the subject site for the proposed development. Questions to consider:

- Who is the key contact person?
- Where is the development located? What is the size (frontage/area) of the property?
- What are the existing uses on this site?

2.0 SUMMARY OF PROPOSAL

Provide a detailed description of your development proposal. Be sure to describe the proposed uses you are seeking as well as any new buildings you are planning for this site. If a new or re-designed building is being planned, please provide a description of the design of this structure. Provide an outline of existing and future zoning required for the development of this site. Questions to consider:

- What is the development proposal?
- Does the proposal involve re-use of an existing building, demolition, new construction?
- What amendments (if any) are required to the Official Plan to permit the application to proceed?
- What Zoning, including special provisions, is required to allow the proposed development?

3.0. DESIGN

It is mandatory that a conceptual site plan be submitted for consideration with the Proposal Summary. The design submission for your proposal summary should show or provide information relating to:

- Adjacent streets
- Building outlines (new buildings & existing buildings)
- Building Density
- Building Height
- Building Floor Area
- Parking Area
- Access points
- It would also be helpful to provide a conceptual building elevation.

4.0. EXISTING SERVICES AND INFRASTRUCTURE

Identify available hard services (sanitary sewers, watermains, storm sewers, roads) at the boundary of the proposed development and/or note whether extension of hard services may be required external to the site. Briefly discuss existing services including sanitary sewers, watermains, storm sewers, road connections, existing stormwater management facilities and outlet watercourses.

5.0 FINANCIAL CONSIDERATIONS (IF KNOWN)

Summarize major claimable works and estimates of anticipated revenues, if known.

- Summarize any development charges or capital expenditures triggered by this development.
- Summarize anticipated revenues based in proposed unit/floor space created from this development.

This information is intended to provide a preliminary picture of the financial impacts of the proposed development and support financial discussions during consultation.

6.0 OTHER INFORMATION

Include any other information that may assist in describing the proposed development and the characteristics of the surrounding area. Questions to consider:

- What is the site topography?
- What are the adjacent land uses?
- Are there any legislative, regulatory, guideline and/or policy constraints that may impact this project? (eg. natural heritage, cultural heritage, environmental hazards, site contamination, etc.)
- Are there any other applications that you need to make? (eg. consent to sever, minor variance, site plan, plan of condominium or plan of subdivision)

CONTACT LIST

Development Services	519-930-3500
• Official Plan and Zoning By-law Amendments	
• Urban Design / Ecologist / Heritage / Consents	
• Site Plan	
• General Engineering	
Building Control	519-661-4555
• Zoning Confirmation	
• Building Code	
Environmental and Engineering Services:	
• Transportation	519-661-4580
• Wastewater	519-661-5489
• Sanitary	519-661-5489
• Storm Water	519-661-4574
• Water Engineering	519-661-5081

Disclaimer

The pre-application consultation process is intended to identify issues early in the process and to identify the reports, studies and information required to be submitted as part of a complete application. A complete application enables Council to make informed decisions within a reasonable period of time and ensures that the public and other stakeholders have access to the relevant information early in the process. While every effort has been made to identify information needs at this stage, additional issues and/or information needs may be identified through the application review process and may be requested at that time.