



## 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 Planning Implementation ([PreConSubmit@london.ca](mailto:PreConSubmit@london.ca)) in either paper or electronic (.pdf) format. The submission must be accompanied by the \$261.89 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, Planning Implementation.

#### **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.*