



PATH 2 APPROVAL GUIDELINE

SUBDIVISION OR CONDOMINIUM CONSULTATION PROCESS

About this Guideline

This document outlines the information and level of detail required in the **Consultation Form** when prepared by the **Applicant** and submitted to the City during the Consultation stage of the Subdivision or Condominium Consultation Process.

About the Consultation Form

The Consultation Form documents key assumptions made by the Applicant regarding planning rationale and servicing issues. Submission of the Consultation Form constitutes the Applicant's formal request to initiate pre-consultation through a **Consultation Meeting**.

Purpose of the Consultation Form

This Consultation Form provides the Applicant an opportunity to document their planning and servicing assumptions for advancing the proposed development. Information and assumptions are based on existing background studies and available reports and by applying due diligence. It is not necessary to complete additional study work or detailed analysis in addition to this Consultation Form.

Identifying assumptions and intentions at this point of the process helps foster collaboration and ensures the Applicant and the City are aligned when discussing the proposed development. The Consultation Form provides a basis for informed discussion at the Proposal Review Meeting. This enables the City to better identify clear requirements for a subdivision or condominium application, and provides the Applicant with a basis for assessing their business plans.

How the Consultation Form is reviewed

The City reviews the Consultation Form and its attachments to validate that the assumptions made by the Applicant are complete and consistent with City policies in preparation for the Proposal Review Meeting. At this meeting, the City provides the Applicant with comments, recommendations, and clearly identifies requirements for submission of a complete Draft Plan of Subdivision or Condominium application.

Comments and recommendations are formally documented in the Record of Consultation. Based on feedback from the City, the Applicant decides whether to proceed with submission of a formal application or make adjustments based on City feedback.

Completing the Consultation Form

The Applicant provides responses to each required section as outlined in the Consultation Form. Each section provides questions for consideration. Every application is unique, and the considerations identified do not represent all potential considerations for a site; the Applicant may need to provide additional supplemental information to further justify their proposal.

Whenever possible, the Applicant is to use existing information when completing the Consultation

Form. Background Studies, Master Plans, and other existing reports are available to the public either as an online resource or by consulting with City Staff. When existing information is not available, indicate assumptions and identify any study work that should be completed either as a requirement of a complete application or as a condition of Draft Plan Approval. The discussion to confirm those assumptions will occur at the Consultation Meeting.

If a specific section is not applicable to a given application, the Applicant will indicate that it is not applicable and provide rationale to support why it is not applicable. The Consultation Form should be as complete as possible with no blank sections.

When completing Financial Implications section, the Applicant should use the Cost-Sharable Works & DC Revenue Estimate Worksheet to summarize estimates. An electronic copy of the worksheet template is available upon request through subscondosubmissions@london.ca.

Submitting a Completed Consultation Form

All completed Consultation Forms are to be submitted to the City through the subscondosubmissions@london.ca with a request to undertake Mandatory Consultation by placing the application on the following month’s agenda. Consultation materials shall be submitted electronically as PDFs.

Note: PDFs submitted must be flattened, void of any comments, and reduced file size. If the Applicant chooses to enable security on the PDFs, then the document must still be ‘printable’. Failure to comply with these requirements may result in your application being returned and forfeiting your spot in the Proposal Review Meeting.

Consultation Form Process Duration

The Consultation Form submission deadline is on the City’s website under planning and development applications. The process duration from the deadline for external submissions to a final record of consultation is 6 weeks. The following calendar provides key deadlines prior to the issuance of the Record of Consultation.

| Week | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|--------|--------------------------|------------------|---------------------------------------------------|-------------------------------------|
| 1 | | Deadline for Submissions | | Deadline for Final Reports and Agenda Circulation | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | Internal Meeting | |
| 5 | | | | | Draft Comments to Applicant |
| 6 | | | External Meeting | | Record of Consultation to Applicant |

1.0 REQUEST FOR CONSULTATION

Provide the preparation date of the Consultation Form and the purpose of application, such as the following:

- Draft plan of Subdivision/Condominium
- Condominium
- Official Plan Amendment (OPA)
- Zoning By-law Amendment.

*Note: more than one of the above list can be applicable per application.

2.0 APPLICANT INFORMATION

Provide the Registered Owner, Applicant, Agent and Engineering Consultant names, addresses and contact information under this section. Also, specify who will act as the “Project Lead” on behalf of the Applicant.

Further Explanation:

- Registered Owner – Owner listed on the Land Ownership
- Applicant – Individual or Corporation to complete the application
- Agent – if the registered owner hired an Agent to complete the application on their behalf.
- Engineering Consultant – if the registered owner hired an Engineering Consultant.

3.0 PROPOSED DEVELOPMENT SITE INFORMATION

Provide proposed development site Location, Property Details and Past Consultation information if applicable.

Further Explanation:

- Location – Municipal Address and/or Legal Description of the Subject Lands.
- General Property Details – Frontage width, depth from the front property limit to the back of property limit, and the area of the Subject Lands in hectares.
- Past Consultations – if the subject lands were in previous Formal Consultations, the previous consultation and the file number would be referenced here.

4.0 DEVELOPMENT PROPOSAL

4.1 - Overview

Provide a brief description of the proposed development not limited to the following:

- What is the current occupancy of the land. (I.e., Low density residential, commercial, industrial etc.)
- What is the occupancy of the abutting properties.
- Other notes could include close church, school, cemetery etc.

4.2 - Provincial Planning Statement (PPS)

Provide a general, but brief, description of how the proposal conforms with the Provincial Planning Statement, 2024. Indicate how the proposed development contributes to building homes, sustaining strong and competitive communities, efficient provision and use of infrastructure and public service

facilities and the wise use and management of resources. Identify how the proposed development protects public health and safety and protect significant Natural Heritage Features.

4.3 – Official Plan Review

Assess how the proposed development conforms with applicable policy components of the City’s Official Plan (The London Plan). Indicate the current Official Plan policies applicable to the subject site and include reference to all the applicable maps and any natural heritage features or planning considerations on or adjacent to the subject land. Confirm if the proposed development is consistent with the current Official Plan policies, or if there are a significant reduction or increase in the density in The London Plan which requires an amendment to the Official Plan to permit this application to proceed.

List of Approved Secondary Plan:

- | | |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Beaufort/Irwin/Gunn/Saunby (BIGS) Neighbourhood Secondary Plan | <input type="checkbox"/> Old Victoria Hospital Secondary Plan |
| <input type="checkbox"/> Byron Gravel Pits Secondary Plan | <input type="checkbox"/> Riverbend South Secondary Plan |
| <input type="checkbox"/> London Psychiatric Hospital Secondary Plan | <input type="checkbox"/> Southwest Area Secondary Plan |
| <input type="checkbox"/> Masonville Secondary Plan | <input type="checkbox"/> Victoria Park Secondary Plan |
| <input type="checkbox"/> McCormick Area Secondary Plan | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Old East Village Dundas Street Corridor Secondary Plan | |

4.4 – Other Applicable Studies

Confirm if the subject site is within or adjacent to a study area of an Environmental Assessment (EA). Indicate if there are any existing plans/ studies/ guidelines that are within the limit of the subject site and whether the proposed development conforms with the existing plan/studies/guidelines. If not, describe why not in the area provided on the Consultation Form.

Other Studies

- | | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Airport Road Community Plan | <input type="checkbox"/> North London/Broughdale Intensification Study |
| <input type="checkbox"/> Airport Road South Business Park Urban Design Guidelines | <input type="checkbox"/> North Longwoods Area Plan |
| <input type="checkbox"/> Beaverbrook Area Study | <input type="checkbox"/> North Talbot Community Plan |
| <input type="checkbox"/> Bostwick (East) Area Plan | <input type="checkbox"/> Not within a Planning Area |
| <input type="checkbox"/> Central London (South) District Plan | <input type="checkbox"/> Old Victoria Area Plan |
| <input type="checkbox"/> Dingman Drive (Industrial) Area Plan | <input type="checkbox"/> River Bend Community Plan |
| <input type="checkbox"/> Fanshawe Park Road Study | <input type="checkbox"/> River Road Area Study |
| <input type="checkbox"/> Foxhollow Community Plan | <input type="checkbox"/> South East Byron Area Study |
| <input type="checkbox"/> Hamilton Road West Area Community Improvement Plan | <input type="checkbox"/> St. George Grosvenor Area Study |
| <input type="checkbox"/> Hamilton Road West Area Study | <input type="checkbox"/> Stanley/Becher/Ridgeway Area Study |
| <input type="checkbox"/> Hyde Park Community Plan and Design Guidelines | <input type="checkbox"/> Stoney Creek Community Plan |
| <input type="checkbox"/> Jackson Area Plan | <input type="checkbox"/> Stoney Creek Community Plan North |
| <input type="checkbox"/> Kilally North Area Plan | <input type="checkbox"/> Sunningdale (South) Community Plan |
| <input type="checkbox"/> Kilally Road Area Study | <input type="checkbox"/> Sunningdale North Area Plan |
| <input type="checkbox"/> Kilally South Area Plan Update | <input type="checkbox"/> Uplands Community Plan |
| <input type="checkbox"/> McNay Street Area Study | <input type="checkbox"/> Uplands North Area Plan |

North London Broughdale Community Plan

West London Area Improvement Plan

4.5 – Zoning By-Law

Specify what is the Current and Proposed Zoning of the subject lands. If the subject land use represents a significant reduction/increase in density over the uses proposed in The London Plan or Area Study, a rationale for the deviation shall be explained in the area provided on the Form.

4.6 – Existing Conditions

4.6.1 Subject Site Use

What is the land use history (past and present) for the subject lands.

4.6.2 – Adjacent Lands

Describe existing features, characteristics and land use of the adjacent properties. (i.e, park, commercial property, shopping center etc.)

4.6.3 – Environmental Conditions

Answer the environmental conditions questions, specify environmental features included, and describe environmental characteristics on the subject site that require review.

Provide brief, descriptive detail identifying potential implications for the proposed development for all applicable environmental features, including significant abutting features external to the plan.

List of Environmental Features:

- | | | |
|----------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Environmentally Significant Areas | <input type="checkbox"/> Provincially Significant Wetlands | <input type="checkbox"/> ANSI |
| <input type="checkbox"/> Potential Environmentally Significant Areas | <input type="checkbox"/> Wetlands | <input type="checkbox"/> Hazard Slopes |
| <input type="checkbox"/> Significant Woodlands | <input type="checkbox"/> Fish Habitat | <input type="checkbox"/> Aggregate Resource Areas |
| <input type="checkbox"/> Woodlands | <input type="checkbox"/> Surface Watercourses | <input type="checkbox"/> Significant Groundwater Recharge Areas |
| <input type="checkbox"/> Significant Valleylands | <input type="checkbox"/> Flood Plain | <input type="checkbox"/> Significant Wildlife Habitat |
| <input type="checkbox"/> Valleylands | <input type="checkbox"/> Municipal Drains | <input type="checkbox"/> Other Hazard Areas |
| | <input type="checkbox"/> Unevaluated Vegetation Patch | |

List of subwatershed(s):

- | | | |
|---------------------------------------------|--------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Central London | <input type="checkbox"/> Medway Creek | <input type="checkbox"/> Stanton Drain |
| <input type="checkbox"/> Dingman Creek | <input type="checkbox"/> Mud Creek | <input type="checkbox"/> Stoney Creek |
| <input type="checkbox"/> Dodd Creek | <input type="checkbox"/> Oxbow Creek | <input type="checkbox"/> The Coves |
| <input type="checkbox"/> Downstream Thames | <input type="checkbox"/> Pottersburg Creek | <input type="checkbox"/> Upper Kettle Creek |
| <input type="checkbox"/> Fanshawe Reservoir | <input type="checkbox"/> Sharon Creek | <input type="checkbox"/> Waubuno Creek |
| <input type="checkbox"/> Masonville Creek | <input type="checkbox"/> South Thames | <input type="checkbox"/> Wye Creek |

4.6.4 – Natural Heritage System

Provide a brief summary of the natural heritage protection strategy for the development.

4.6.5 – Site Contamination

Provide a brief history of prior site uses and conditions from the perspective of possible site contamination. For example, was there a history of spills on site? Was the site previously used as landfill? Site housed industrial uses or gas station? etc. Answering the questions in this section will assist City staff to determine if a Record of Site Conditions is needed.

4.6.6 – Archaeological / Cultural Heritage Concerns

Confirm if the subject lands have cultural heritage value or interest, or if adjacent properties are recognized or potential cultural heritage value or interest. Further, note if any archaeological assessments that have already been completed for the subject lands. If any archaeological assessments are underway, when these additional archaeological assessments are anticipated to be complete.

4.7 – PARKS AND OPEN SPACE

Identify the size and location of proposed tableland park and open space blocks as describe in the City's [Parkland Dedication By-law](#) and the rationale for their configuration within the draft plan.

Confirm if the proposed park blocks and pathway connections implement City Policies, including, but not limited to [The London Plan](#), the [Cycling Master Plan](#), and the [Parks and Recreation Master Plan](#). If not, provide a rational for the proposed deviation from the approved City plans under this section.

4.8 – TRANSPORTATION

Analysis of traffic impacts and preliminary transportation design are necessary for establishing the layout of a subdivision. This section will be used to determine if a Transportation Impact Study (TIS) will be required as part of a complete application for a Draft Plan of Subdivision.

Identify any previous Transportation Impact Study (TIS) been completed within the area. Specify all internal and external roadworks design aspects, safety concerns and access locations that has been considered for the proposed development.

4.9 – WATER SERVICING

Provide a summary of the existing hydraulic network and whether the existing watermains in the area are on the high-level or low-level systems. Briefly describe, whether existing watermains external to the proposed development will require upsizing, relocation, or extension. Identify what studies or works will be required to service the proposed development other than the Water Servicing Report. Briefly describe the proposed water infrastructure to be installed, assumptions made, and the anticipated water demands of the proposed development. Include any external areas to be serviced through the development.

4.10 – SANITARY SERVICING

4.10.1 Sanitary Servicing Strategy

Identify the preferred outlet and describe the proposed sanitary servicing strategy for this site including any assumptions for the proposed sanitary outlet (e.g., how flows might be split if there are multiple outlets, extension of sewers external to the site, temporary servicing measures, etc.).

4.10.2 Sanitary System Capacity

Identify the full boundaries of the sewershed for the proposed development describing the total area and estimated population, including all external upstream areas to be conveyed through the development. Population estimates are to be consistent with the City’s Design Specifications and Requirements Manual (latest version) for the anticipated land use.

| Proposed Outlet | Development Area (ha) | External Area (ha) | Total Area (ha) | Estimated Population (p) | Average Density (p/ha) |
|---------------------------|-----------------------|--------------------|-----------------|--------------------------|------------------------|
| <i>Commissioners Rd E</i> | <i>5.1</i> | <i>2.3</i> | <i>7.4</i> | <i>410</i> | <i>55.4</i> |
| | | | | | |
| | | | | | |
| | | | | | |
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4.11 – STORMWATER MANAGEMENT

4.11.1 Stormwater Design

All stormwater management designs shall conform with the current City of London [Design Specifications and Requirements Manual](#), Chapters 5, 6, 9, and 18.

Describe the existing drainage conditions for the site including any external catchment areas. If applicable, identify any as-built information and/or accepted storm drainage area plans/reports

Identify any completed studies that will support the stormwater management design for the proposed development (e.g., existing EAs, engineering studies, subwatershed studies, planning studies, detailed design reports, etc.):

4.12 – FINANCIAL IMPLICATIONS

This section provides a preliminary overview of the financial implications for the proposed development by summarizing the anticipated growth infrastructure and estimated Development Charge (DC) revenues. It is noted that the City employs a citywide approach to cost recovery for all eligible growth services, therefore the anticipated growth infrastructure and DC revenues are not directly comparable. In addition, the estimated DC revenues are subject to change as the development proceeds through the approvals process and details of the applicable DC rates, exemptions, discounts, and incentives are confirmed.

Development Finance reviews each consultation submission and provides comments on the eligibility of anticipated claimable works in accordance with the current [Development Charges By-law](#). For further information, refer to the [Development Charge Claimable Works Guidelines](#) on the City’s website.

When completing [Financial Implications](#) section, the Applicant should use the Cost-Sharable Works & DC Revenue Estimate Worksheet to summarize estimates. An electronic copy of the worksheet

template is available upon request through subscondosubmissions@london.ca.

5.0 – COMPLETE CONSULTATION CHECKLIST

The contents of the Consultation Form help the City determine the necessary background studies required for a complete Draft Plan of Subdivision or Condominium application. The quality and quantity of information provided has a direct impact on the ability of staff to understand the proposal and formulate appropriate and useful guidance. Only one concept plan will be reviewed in conjunction with this request for consultation. Multiple concepts will not be accepted and will not be circulated for staff review.

A complete consultation request should include:

- 1) Completion of the Consultation Request form.
- 2) Payment of the consultation fee.
- 3) Preliminary Concept Plan (flattened PDF, size 11x17 minimum). Details should include at a minimum:
 - Block types with area (hectares), proposed zoning, and proposed heights
 - External road connections at boundary of the site
 - Right-of-Way widths
- 4) Exhibits (packaged as a single PDF) including:
 - Cost-Sharable Works & DC Revenue Estimate Worksheet
 - Preliminary Sanitary Drainage Area Plan
 - Preliminary Stormwater Drainage Area Plan
 - Drawings

6.0 – REFERENCE

Urban Design Guidelines areas

- Hyde Park Community Plan
- West 5 Urban Design Guidelines
- 3080 Bostwick Road Urban Design Guidelines
- Upper Richmond Village Urban Design Guidelines
- Applewood Urban Design Guidelines
- Airport Road South Business Park Urban Design Guidelines
- Automall Urban Design Guidelines
- Dingman Drive Industrial Area Urban Design Guidelines
- Richardson Subdivision Urban Design Guidelines
- Old East Village Commercial Corridor Urban Design Guidelines
- Talbot Community Urban Design Guidelines
- Our Move Forward: London's