

Pre-Consultation Guide and Application



Applications for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Plan of Condominium or Site Plan Approval

Prior to submitting applications for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Plan of Condominium and/or Site Plan Approval, applicants are required to 'pre-consult' with the Town in accordance with By-law 93-2017. Pre-consultation meetings are hosted by the Building and Development Department and may include representatives from other Town departments and external agencies involved in the evaluation of planning applications. The meeting is intended to identify key issues and approvals that will be required for the project, and to confirm the supporting materials that must be submitted with the planning application(s). Exemptions from the pre-consultation process may be granted if the proposal is relatively simple in nature and/or there are limited issues or concerns.

Meeting requests must be made at least seven business days prior to a pre-consultation meeting by submitting the completed Pre-Consultation Request Form and supporting documents listed on page 3 of the Request Form.

Applications for Minor Variance or Consent

Although the Planning Act does not provide municipalities with the authority to require pre-consultation prior to the submission of Consent or Minor Variance applications, applicants are strongly encouraged to pre-consult with the Town. Pre-consultation can assist applicants in confirming applicable Official Plan policies and zoning regulations. Without pre-consultation, there may be delays in the processing of your application if improper information has been provided.

Please Note:

1. The main intent of the pre-consultation meeting is to identify the requirements and materials to assist an applicant in the submission of a complete planning application. Additional requirements and/or materials may be identified upon submission of the actual application(s).
2. The comments generated from the pre-consultation meeting do not constitute an approval, nor does it reflect the position of the Town.
3. Additional applications to other public agencies and governments, including, Provincial, County, Conservation Authority and/or other Town Departments, may be necessary depending on the nature of the application.

PRE-CONSULTATION REQUEST FORM

(To be completed by Applicant)

PROPERTY INFORMATION	
Street Address:	Postal Code:
Town of St. Marys	Lot:
Concession:	Registered Plan No.:
Lot(s)/Block(s):	Reference Plan No.:
Part Number(s):	Assessment Roll Number:

GENERAL OWNERSHIP INFORMATION		
Registered Property Owner (Full Name):		
Street Address:		
Municipality:	Province:	Postal Code:
Telephone:	Ext.	Fax:
Contact Name & Email:		

APPLICANT INFORMATION (required if Applicant is NOT the Owner)		
Applicant Name (If Applicable):		
Applicant is:		
<input type="checkbox"/> Agent <input type="checkbox"/> Solicitor <input type="checkbox"/> Planning Consultant <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other		
Street Address:		
Municipality:	Province:	Postal Code:
Telephone:	Ext.	Fax:
Contact Name & Email:		

EXISTING PROPERTY INFORMATION	
<p>Current Use:</p> <p><input type="checkbox"/> Residential</p> <p><input type="checkbox"/> Commercial – retail</p> <p><input type="checkbox"/> Commercial – office</p> <p><input type="checkbox"/> Institutional</p> <p><input type="checkbox"/> Industrial</p> <p><input type="checkbox"/> Rural / Agricultural</p> <p><input type="checkbox"/> Vacant</p> <p><input type="checkbox"/> Other: _____</p>	<p>Please describe existing buildings, structures and natural features on the property:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

EXISTING PROPERTY INFORMATION CONTINUED	
Heritage Designated or Listed?: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Current Official Plan Designation(s):	Current Zoning:
Lot Area (Hectares):	Lot Frontage (Metres):
	Lot Depth (Metres):
Are there any encumbrances on the property? (e.g. easements) <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, list encumbrances: _____	

PROPOSED DEVELOPMENT DESCRIPTION	
Pre-Consultation requested for (Please check all that apply): <input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Zoning By-Law Amendment <input type="checkbox"/> Site Plan Application <input type="checkbox"/> Draft Plan of Subdivision <input type="checkbox"/> Draft Plan of Condominium <input type="checkbox"/> Consent <input type="checkbox"/> Minor Variance	Please describe the proposed development: _____ _____ _____ _____ _____ _____

APPLICANT SIGNATURE		
This understanding, which in no way confirms support or non-support by the Town of the presented proposal, is based on the agreed processing and submission requirements discussed.		
_____ Owner/Agent (Please Print)	_____ Owner/Agent (Signature)	_____ Date

ADDITIONAL INFORMATION
Should you need to provide any additional information regarding the proposal, please do so in this section.

Please checkmark below to confirm that the following required documents have been completed and/or provided with your submission:

- Completed Pre-consultation Request Form
- One (1) full-sized paper copy and one (1) electronic copy of a "Conceptual Site Plan"
- One (1) paper copy and one (1) electronic copy of a legal survey

For Site Plan Applications, please checkmark below to confirm that the Town of St. Marys Site Plan Control Guide has been reviewed and that the Town's information requirements are understood.

- Town of St. Marys Site Plan Control Guide requirements reviewed and understood.
- or
- Not applicable (no Site Plan Application)

You are required to discuss any questions or concerns you may have regarding any of the Town's requirements as set out in the Site Plan Control Guide prior to or at the Pre-consultation meeting.

For any additional questions or concerns, please contact the **Building & Development Department at 519-284-2340 ext. 215**. Should you require assistance in person, please visit the **Building & Development Department** counter located at the Municipal Operations Centre, 408 James Street South.