



Pre-Application Consultation Planning Meeting Form

Persons intending to submit a planning application for a proposed development are required to consult with city staff and agencies prior to submitting the application by attending a scheduled pre-consultation meeting (schedule available on the website). A planning application may be deemed incomplete if a required pre-consultation meeting has not taken place. A pre-consultation meeting will identify what is required to be submitted for a complete application and will provide the opportunity to discuss:

- the nature of the application;
- the planning approval process;
- development and planning issues
- the need for information and/or reports to be submitted with the planning application;
- application fees and other matters, as determined.

Please submit completed pre-application form (Question 1 thru 9 only, legal size) and concept plan to the Planning Department or email to Angela.Nesbitt@thorold.ca. Staff will notify you of your meeting date and time.

MEETING VENUE CHOICE: ZOOM MEETING TELEPHONE CONFERENCE

1. Site Address: _____

Approximate Land Area (metric): _____

Site Legal Description: _____

Owner/Agent Contact Information:

Name of Owner: _____

Phone Number: _____ Email: _____

Agent Contact: _____

Phone Number: _____ Email: _____

THE FOLLOWING INFORMATION IS TO BE COMPLETED DURING PRELIMINARY DISCUSSION WITH A PLANNER:

Application Type:

<input type="checkbox"/>	Regional Official Plan Amendment	<input type="checkbox"/>	Draft Plan of Condominium	<input type="checkbox"/>	Zoning By-law Amendment
<input type="checkbox"/>	Local Official Plan Amendment	<input type="checkbox"/>	-Vacant Land/Common Element/Conversion	<input type="checkbox"/>	Other
<input type="checkbox"/>	Draft Plan of Subdivision	<input type="checkbox"/>	Site Plan Approval	<input type="checkbox"/>	
<input type="checkbox"/>	Consent (Land Severance)	<input type="checkbox"/>	NEC Amendment/Dev't Permit	<input type="checkbox"/>	

2. Brief description of proposed development:

3. Existing Regional Policy Plan Designation: _____

Conformity with Regional Policy Plan land use designations and policies? Yes No Unknown

If 'No', what is the nature of the amendment needed?

4. Check All Applicable: Brownfield Greenfield Built-up
 NEP Greenbelt Local CIP Area

5. Development Charges Region Local

6. Existing Local Official Plan Designation: _____

Conformity with Official Plan land use designations and policies? Yes No Unknown

If 'No', what is the nature of the amendment needed?

7. Existing Zoning: _____ Conformity with Existing Zoning? Yes No Unknown

8. If 'No', what is the proposed zoning:

9. Is Site Plan approval required? Yes No Unknown

10. Fees Required at time of Submission of the Application:

Application	Local Planning Department	Region of Niagara	Niagara Peninsula Conservation Authority	Other Fees
Regional Policy Plan Amendment				
Local Official Plan Amendment				
Draft Local Zoning By-law Amendment				
Zoning By-law Amendment				
Plan of subdivision				
Plan of Condominium				
Consent				
Site Plan Control or Amendment				
Other				
TOTAL				

Notes:

- Notwithstanding the fees noted above, all fees are payable based upon the rate in the fee schedule by-law in effect on the date the application is received.
- Further fees may be required at a later date as per the fee schedule by-law.
- Separate cheques shall be made payable to the appropriate agency.

11. Additional Agencies to be contacted:

- Hydro Pipelines NEC Other: _____

12. Required Information and Studies to be submitted with the Application(s).All studies, plans, drawings **MUST** be in compliance with AODA. Planning applications **WILL NOT** be deemed complete unless all application material is AODA compliant. Studies identified may require a peer review at the cost of the developer.

Reports, Studies, Plans <i>(See Notes for additional details)</i>	No. of Copies		Notes
	Digital	Paper	
Planning Justification Report			
Conceptual Site Plan, Subdivision Plan			
Draft Regional Policy Plan Amendment			
Draft Local Official Plan Amendment			
Land Use/Market Needs			
Urban Design/Landscape Plans			
Archaeology Assessment			
Cultural Heritage Impact Analysis			
Environmental Impact Study			
Environmental Planning Study/ Sub-Watershed Study			
Tree Inventory Preservation Plan			
Floodplain and Hazard Lands Boundary Plan			
Geotechnical			
Environmental Site Assessment			
Air Quality/Noise & Vibration Study			
Agricultural Impact Assessment			
Farm Operation and Ownership			
Minimum Distance Separation I & II			
Mineral Aggregate Resources			
Municipal Servicing Study			
Stormwater Management Plan			
Phasing Plan			
Sensitive Land Use Report			
Slope Stability Report			
Transportation Impact Study/Parking Impact Analysis			
Hydrogeological Study and Private Servicing Plans			
Soil report			
Financial Impact Assessment			
Shadow Analysis			
Shoreline Study/Dynamic Beach			
Risk Management Study			
Gas Well Study/Gas Migration Study			
Wind Study			
Other			

13. Additional Comments:

14. Incentive Programs:

15. Site Visit:

Notes:

1. The purpose of this document is to identify the information required to commence processing and evaluating an application as set out in the Planning Act. This pre-consultation process is designed to proceed based on the mutual agreement of the parties as shown by the signatures below.
2. Pre-consultation does not imply or suggest any decision whatsoever on behalf of staff or the municipality to either support or refuse the application.
3. The applicant should be aware that the information provided is accurate as of the date of the pre-consultation meeting. Should an application not be submitted in the near future, and should other policies, by-laws or procedures be approved by the Province, Municipality, Region or other agencies prior to the submission of a formal application, the applicant will be subject to any new policies, by-laws or procedures that are in effect at the time of the submission of a formal application.
4. Any application submitted without the information identified in this Pre-consultation Document will be deemed incomplete and not processed. Alternately, staff may recommend refusal of the application based upon insufficient information to properly evaluate the application.
5. The applicant acknowledges that the Municipality and Region considers the application forms and all supporting materials including studies and drawings, filed with any application to be public information and to form part of the public record. With the filing of an application, the applicant consents and hereby confirms that the consent of the authors of all supporting reports have been obtained, to permit the Municipality and Region to release the application and any supporting materials either for its own use in processing the application, or at the request of a third party, without further notification to, or permission from, the applicant.
6. It is hereby understood that during the review of the application additional studies or information may be required as a result of issues arising during the processing of the application or the review of the submitted studies.
7. The Municipality or Region may require a peer review. The Terms of Reference for a peer review is determined by the Municipality or Region and paid for by the applicant.
8. Some studies may require NPCA review and clearance/approval. In this instance the NPCA review fee shall be paid by the applicant.
9. All plans and statistics must be submitted in **metric**.
10. This Form will be valid for one year from the date of the meeting. Any applications that are required should be submitted prior to the one year expiration or a new meeting will be required. If an application is not submitted within 1 year, it is advisable that the applicant confirm with the municipality the directives of the original pre-consultation meeting.

Signatures:

_____	_____	_____
Planning Staff	Planning Staff (signature)	Date
_____	_____	_____
Planning Staff	Planning Staff (signature)	Date
_____	_____	_____
Public Works Staff	Public Works (signature)	Date
_____	_____	_____
Engineering Staff	Engineer (signature)	Date
_____	_____	_____
Building Division Staff	Building Division (signature)	Date
_____	_____	_____
Fire Department Staff	Fire Department (signature)	Date
_____	_____	_____
Regional Staff	Regional Staff (signature)	Date
_____	_____	_____
Regional Staff	Regional Staff (signature)	Date
_____	_____	_____
NPCA Staff	Conservation Staff (signature)	Date
_____	_____	_____
Agent	Agent (signature)	Date
_____	_____	_____
Owner	Owner (signature)	Date
_____	_____	_____
Owner	Owner (signature)	Date
_____	_____	_____
Other	Other (signature)	Date
_____	_____	_____
Other	Other (signature)	Date
_____	_____	_____
Other	Other (signature)	Date

<p>Pre-Consultation Meeting Date: _____ Time: _____</p> <p><i>To be completed by staff.</i></p>
