



Pre-Consultation Meeting Application 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 reports or studies be submitted with the planning application;
- application fees and other matters, as determined.

Please submit the completed pre-application form and a concept plan / preliminary sketch / drawings to the Planning Department at planning@thorold.ca. Staff will notify you of your meeting date and time. Meetings are held virtually on the first Thursday and third Wednesday of each month. There is a fee of \$600.00 per application payable to Niagara Region.

Regional Fee Payment Instructions:

If paying by cheque, please address it as payable to “Niagara Region” submitted to the Planning and Development Services Department at 1815 Sir Isaac Brock Way, P.O Box 1042, Thorold, ON L2V 4T7

If paying online by Visa or MasterCard, please follow these steps:

1. Click the following link to navigate to the Niagara Portal: <https://cityview.niagararegion.ca/portal>
2. **Making a Payment requires a login and for the Application to have your Portal Account attached to it.** If you have an account, please log in. If you do not have an account, please complete the registration process.
 - a. To ensure you receive a response in a timely manner please ensure your contact method is **EMAIL**
 - b. You will receive a separate account registration email. Please click on the link provided to complete the registration.
3. Notify the Niagara Region Planning Department of the Application you are requesting to pay by sending an email to devtplanningapplications@niagararegion.ca – please include the property address and the type of application being paid.
4. After Niagara Region receives this information, the Niagara Region Planning staff will notify you when you are able to pay.
5. Once you have logged into City View please click “**My items**”
6. Click on **Planning Applications** (if not found contact devtplanningapplications@niagararegion.ca or 905-980-6000 ext. 3256)
7. If your planning application is in the system click on “**Pay Fees**”, then click “**Make Payment**” and follow the remaining instructions to process the credit payment.

1. **Site Address:** _____

Approximate Land Area (metric): _____

Site Legal Description: _____

Existing Use of Property: _____

Owner/Agent Contact Information:

Name of Owner: _____

Phone Number: _____ Email: _____

Agent Contact: _____

Phone Number: _____ Email: _____

2. Application Type:

	Regional Official Plan Amendment		Draft Plan of Condominium		Zoning By-law Amendment
	Local Official Plan Amendment		Vacant Land/Common Element/Conversion		Other – please specify
	Draft Plan of Subdivision		Site Plan Approval		
	Consent (Land Severance)		NEC Amendment /Development Permit		

3. Please give a detailed description of proposed development: