



Persons intending to submit a planning application for a proposed development are strongly recommended to consult with City staff prior to submitting their application by submitting a Pre-Consultation Application. A planning application may be deemed incomplete if a Pre-Consultation meeting has not taken place. A Pre-Consultation meeting, if requested, can allow for deliberation on 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](mailto:planning@thorold.ca)** – Please ensure submitted documents are named appropriately.

**As of May 1<sup>st</sup>, 2025 the City of Thorold charges a fee of \$6,062.00** with the stipulation that this will be deducted from an application fee if the application reflects the same development reviewed through the pre-consultation process.

**As of May 1<sup>st</sup>, 2025 the process for Pre-Consultation has changed** where applicants submitting for a Pre-Consultation will receive their Pre-Consultation Comments Package with an option to attend an upcoming Pre-Consultation Meeting if they wish to discuss the comments received; after which a revised Comments Package will be provided. Meetings are held virtually on the first Thursday and third Wednesday of each month.

Additionally, there is a fee of **\$620.00 per** application payable direct 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 the following address:  
Niagara Region, 1815 Sir Isaac Brock Way, Thorold, ON, L2V 4T7, PO Box 1042

If paying online (preferred) 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](mailto: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](mailto: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.

<b>1. SUBJECT PROPERTY</b>			
Municipal Address		Assessment Roll Number	
Legal Description		Date subject lands acquired	
Lot width (metric)	Lot area (metric)	Lot frontage (metric)	Lot depth (metric)
Description of any existing easements or restrictive covenants affecting the subject land, if applicable:			

<b>2. CONTACT INFORMATION</b>			
Name of registered owner(s)		Name of registered owner(s)	
Mailing address		Unit Number	Postal Code
Province	Email	Telephone	
Name of authorized agents(s)		Name of authorized agents(s)	
Mailing address		Unit Number	Postal Code
Province	Email	Telephone	
Contact for all future correspondence <input type="checkbox"/> Registered Owner <input type="checkbox"/> Agent			



**SECTION 2: AUTHORIZATIONS**

If the applicant is not the owner of the subject land that is the subject of this application, please complete the authorizations set out below. If the owner is a company / corporation, indicate the authority of the signer, e.g. president, signing authority, has authority to bind the corporation etc.

**Consent of the Owner to the Use and Disclosure of Personal Information**

Complete the consent of the owner concerning personal information set out below.

I, \_\_\_\_\_,  
*Print name of registered owner(s)*

am the registered owner of the subject land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application:

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Registered Owner(s)*  
*(I have the authority to bind the corporation.)*

**Authorization of Owner for Agent to Make the Application and Provide Personal Information**

I, \_\_\_\_\_,  
*Print name of registered owner(s)*

am the registered owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act I authorize:

\_\_\_\_\_ to act as my agent for this application, *Print*  
*name of authorized agent*

and provide any of my personal information that will be included in this application or collected during the processing of the application to the City of Thorold Committee of Adjustment for consent to convey an interest in the land in accordance with Subsection 1 of Section 53 of the Planning Act, R.S.O., 1990.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Registered Owner(s)*