



Pre-Consultation Meeting Application Form

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 – Please ensure submitted documents are named appropriately.

As of May 1st, 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 1st, 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 – 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:

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

3. Please provide a detailed description of proposed development in the space below. If the description provided does not match the provided concept plan / preliminary sketch / drawings, this can lead to delays in processing.