

## 2019 Mandatory Pre-Consultation Meeting Request Form

In accordance with the *Planning Act*, and pursuant to **the City of Guelph's Official Plan** Pre-consultation and Complete Application Requirements (Section 10.18) and By-law 2015-19937, applicants are required to consult with the City prior to submission of the following development applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Plans of Subdivision
- Plans of Condominium
- Site Plan Approval – Please refer to the [Site Plan Review Committee Process](#)

### Meeting Purpose

For City staff and/or other affected agencies to provide a preliminary review of a development proposal prior to formal application and to identify drawings and supporting studies required for the submission of a complete application. The applicant will be advised of planning policies that apply to the site, potential areas of concern, processing timelines and recent Council decisions which may be of relevance.

Pre-consultation does not imply or suggest any decision whatsoever on behalf of City staff or the City of Guelph. Participating in the pre-consultation process does not allow the owner, applicant, client and/or consultant to undertake any construction or preparatory work on site, including clearing of trees or vegetation and grading.

### Meeting Procedure

Mandatory pre-consultation meetings are managed by the Development Review Committee (DRC) on a bi-weekly basis. A schedule of meeting dates and application submission deadlines is located [guelph.ca/city-hall/planning](http://guelph.ca/city-hall/planning)

Applicants and/or landowners are required to attend the mandatory pre-consultation meeting and must submit the following information to Planning Services.

1. A completed [Pre-Consultation Meeting Request Form](#);
2. A site plan/concept plan of the proposal which includes: the property location, lot lines, proposed access, building location, building dimensions, on-site parking, landscaping and setbacks; and,
3. Concept elevation drawings and/or coloured renderings, if available.

All drawings submitted must be in metric, legible and to a recognized scale. Electronically **submitted documents cannot exceed 11" x 17"**.

Pre-consultation meeting fee - \$416.00 is payable to the City of Guelph by cheque, cash or money order.  
(this fee will be deducted from the required application fee if a formal application is submitted)

Once the applicant has submitted the above-noted material, the City shall:

- a) Schedule a meeting date with the applicant;
- b) Circulate information to various internal departments and external agencies for review; and,
- c) Provide comments presented by relevant City staff and agencies at DRC meeting.

Following the DRC meeting, the applicant will receive a summary report that will identify the supporting documentation required to be submitted as part of a complete application.

All comments and direction offered by City staff will be preliminary and based solely on the information available at the time of the meeting. Once a formal application has been submitted, deemed complete and circulated for comments, additional information may be required during the processing of the formal application.

Application's **can be submitted** in person to Planning and Building Services, or by email:

Planning and Building Services  
Guelph City Hall, 1 Carden Street (third floor)  
519-837-5616 [planning@guelph.ca](mailto:planning@guelph.ca)  
[guelph.ca/planning](http://guelph.ca/planning)

## Pre-Consultation Meeting Request Form

<b>Subject Site</b>	
Municipal address:	
Legal description:	
Site area:                    ha                    ac	Site frontage:
Current zoning:	Current OP designation:
Current uses:	Proposed land use:
Number of residential units:	
<b>Type of Application</b>	
<input type="checkbox"/> Zoning By-law Amendment	<input type="checkbox"/> Official Plan Amendment
<input type="checkbox"/> Draft Plan of Subdivision	<input type="checkbox"/> Condominium
a) Have you had any previous discussions with City staff with respect to this development proposal?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, with who have you consulted? _____	
When? _____	
b) Has this land been the subject of any other application under the Planning Act? If yes, please select:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Zoning By-Law Amendment
<input type="checkbox"/> Yes <input type="checkbox"/> No	Official Plan Amendment
<input type="checkbox"/> Yes <input type="checkbox"/> No	Draft Plan of Subdivision
<input type="checkbox"/> Yes <input type="checkbox"/> No	Site Plan
<input type="checkbox"/> Yes <input type="checkbox"/> No	Condominium
<b>Registered Owner</b>	
Name/Company name:	Contact name:
Address:	Email:
Phone:	Fax:
<b>Applicant (If different from above)</b>	
Company name:	Contact name:
Address:	Email:
Phone:	Fax:
Description of the proposal:	
Additional information:	

Drawing(s) submitted are required to include:

- North arrow
- Property line
- Drawing(s) are to be to scale, showing the proposed development
- Location and dimensions of all existing and proposed buildings and structures
- Location of off-street parking and loading areas including the dimensions of parking spaces and loading areas and setbacks of such areas from property lines (all underground parking designs are to be shown on a separate plan).
- Width of driveways and aisles accessing parking stalls and loading areas
- Location of outdoor containers and/or vaults, central storage and collection areas, or other facilities for the storage of garbage and other waste or recyclable materials
- Location of any and all existing and proposed sidewalks and pedestrian facilities, including connections to public sidewalks (identify surface type)
- Number of parking and loading spaces proposed
- New and/or closed driveway entrances
- Drawing units to be in metric

Required Number of Drawings:

- Zoning By-Law Amendment: 4 copies of the concept plan
- Official Plan Amendment: 4 copies of the concept plan
- Draft Plan of Subdivision: 4 copies of the concept plan
- Condominium: 4 copies of the concept plan

Drawing **attachment(s) provided (maximum size 11" x 17"):**

<input type="checkbox"/> Concept plan	<input type="checkbox"/> Survey	<input type="checkbox"/> Severance sketch	<input type="checkbox"/> Location plan
<input type="checkbox"/> Building elevations	<input type="checkbox"/> Other _____		

By submitting this application, I agree to allow the City of Guelph, its employees and agents to enter the subject property for the purpose of conducting site visits and taking photographs that may be necessary to process this request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or regrade the site during the processing of this request.

If I am not the owner of the property, I have the complete authority from the owner to apply for a Pre-Consultation Meeting and to proceed with the development as indicated on the accompanying plan(s).

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

Personal information contained in this application form (name, address, phone number, e-mail and fax ) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.

Any questions regarding the completion of this form should be directed to Planning and Building Services 519-837-5616 or [planning@guelph.ca](mailto:planning@guelph.ca).

Please submit completed form and attachments to [planning@guelph.ca](mailto:planning@guelph.ca) or Planning and Building Services 3<sup>rd</sup> Floor of Guelph City Hall, 1 Carden Street, Guelph.

For Office Use Only:

Date received:

Development Review Committee meeting date:

Staff assigned: