

# Formal Application Community Planning Permit

The undersigned hereby applies to the City of Guelph in accordance with the Planning Act, R.S.O. 1990, C.P.13, as amended, as described in this application, under by-law No. 2025-21065, as amended.

## Type of Application

- Class 1 Permit     
  Class 2 Permit     
  Class 3 Permit

Mandatory Pre-Consultation	
File Number:	Staff Comment Date:
<input type="radio"/> The required studies, plans and reports as outlined in the pre-consultation staff comment document have been submitted.	

Municipal Water and Wastewater System Capacity Check
In consultation with the City's Development Engineering staff, is a Municipal Water and Wastewater System Capacity Check <b>required</b> for the proposed development?
<input type="radio"/> Yes <input type="radio"/> No
If yes, the date the analysis was completed:

## Subject Site

Municipal Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

## Registered Owner

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Applicant (if different from Owner)**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Please select who is the primary contact for this application**

*Correspondence will only be sent to the primary contact.*

Owner

Applicant

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**Planner**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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**Civil Engineer**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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**Architect**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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**Landscape Architect**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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**Existing Land Use and Property Information**

Official Plan Designation: \_\_\_\_\_

CPP Precinct: \_\_\_\_\_

Lot Area (m<sup>2</sup>): \_\_\_\_\_

Lot Frontage (m): \_\_\_\_\_

Lot Depth (m): \_\_\_\_\_

Current Uses on the subject land and length of time they have continued:

Are there any existing buildings or structures on the subject land?

Yes       No

If yes, provide the following information for each building or structure:

1. The type of building or structure.
2. The date constructed (if known).
3. In metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

**Community Planning Permit Regulations**

Are the variations requested within the provisions of the CPP By-law?

Yes       No

Is the proposed use a permitted use?

Yes       No

Is the proposed use allowed subject to the criteria as established in the CPP By-law?

Yes       No

**Brief Description of the Proposed Development:**

Are there any buildings or structures proposed to be built on the subject land?

Yes       No

If yes, provide the following information for each proposed building or structure:

1. The type of building or structure.
2. In metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

Existing Number of Residential Units: \_\_\_\_\_

Proposed Number of Residential Units: \_\_\_\_\_

Is Demolition Required?

Yes       No

If yes, how much GFA is proposed for demolition (m2):

\_\_\_\_\_

If yes, how many residential units are proposed to be demolished:

\_\_\_\_\_

Proposed Building Tenure (Rental, Condominium or Freehold):

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### **Servicing and Access Details**

How is access proposed to be provided to the subject lands? [Provincial Highway; Open Municipal Road; Private Street; Right-of-way (provide additional legal information); or Other (specify below)]

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How is water proposed to be supplied to the subject lands? [Municipal Piped Water; Private or Individually Owned Well(s); Communal Well(s)]

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How is sewage proposed to be disposed from the subject lands? [Municipal Sanitary Sewers; Private Septic System for each unit(s); Communal Septic System(s)]

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How is stormwater proposed to be managed for the subject lands? (select yes to all that apply)

Municipal storm sewers:  Yes  No

Onsite/Private storm sewers:  Yes  No

Municipal stormwater management facility:  Yes  No

Private stormwater management facility:  Yes  No

Green Infrastructure facility:  Yes  No

Infiltration:  Yes  No

Other: \_\_\_\_\_

### **Existing Conditions**

When was the property acquired by the current owner?

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Are any abutting lands owned by the owner of the subject site?

Yes  No

Are there any easements affecting the subject site? (All easements must be shown on the site plan)

Yes       No

Is the site subject to any road widenings? (All road widenings must be shown on the site plan)

Yes       No

### **External Agencies**

Is the site regulated by the [Grand River Conservation Authority](#)?

Yes       No

Is the site regulated by the [Ministry of Transportation](#)?

Yes       No

Is the site within 300m of a [rail line \(Metrolinx, CN or GJR\)](#)?

Yes       No

**Has the site ever been subject to any of the following Development Applications?** (Complete table as applicable)

**Table 2 Development Application History**

Application Type	City File Number(s)	Status
Plan of Subdivision/Condominium		
Zoning By-Law Amendment		
Official Plan Amendment		
Site Plan Approval		
Minor Variance		
Consent (Severance, etc.)		

**Inactive Community Planning Permit Applications:** Where a complete pre-consultation review application has been made, the file will remain open for twelve (12) months from the date the final comments were sent. If a further pre-consultation review or complete formal community planning permit submission is not received within the 12-month timeframe, the file will be closed. If an applicant needs more time to make a submission, they must proactively contact their Lead Planner and provide a justification letter outlining why a further submission has not been made and why the file should remain open, for approval at the discretion of the General Manager of Planning & Building Services.

Once a community planning permit application file is closed, applicants will need to re-apply and begin the process again starting with a new mandatory pre-consultation submission. Any fees for inactive applications will not be reimbursed.

**External Agencies:** The City of Guelph does not circulate community planning permit applications to all external agencies (ie. Canada Post, Alectra, Union Gas, Bell, Rogers, Hydro One, GRCA, MTO, etc.). The applicant is required to contact the various agencies directly to obtain any necessary permits or approvals, and for any site design or coordination works.

**Acknowledgement:**

I (we) confirm that I (we) have reviewed the City's guidelines and that all materials submitted in support of this application are fully coordinated and complete in accordance with the City's guidelines and the final summary comments from the pre-consultation submission.

I (we) agree and acknowledge that this application and any materials filed in support of this application is public information. I (we) consent to the Planning & Building Services Department releasing this application and any materials filed in support of this application to process this application or at the request of a third party, without further notice to or permission from the owner.

I hereby apply for a Community Planning Permit and declare that the statements made in this application and the information contained in the accompanying plan(s) are true. I understand that a Community Planning Permit (and where appropriate, a letter of intent, a letter of credit or cash and/or an agreement) may be required prior to the issuance of a Permit under Section 70.2 of the Planning Act.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appointment and Authorization**

I/We, the undersigned,

\_\_\_\_\_  
[Registered Owner's Name(s)/Corporation Name]

being the registered property owner(s) of

\_\_\_\_\_  
[Municipal Address and Legal Description of Property]

hereby authorize \_\_\_\_\_  
[Authorized Agent/Consultant's name and company]

as my/our agent for the purpose of submitting an application for a Community Planning Permit and acting on my/our behalf in relation to the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name of Owner (please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Name of Owner (please print)

\_\_\_\_\_  
Signature of Owner

**Municipal Freedom of Information Declaration**

In submitting this development application and supporting document, the owner hereby acknowledges the City of Guelph will provide public access to all development applications and supporting documentation, and provide my consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Questions regarding the collection, use, and disclosure of this information may be directed to the Access, Privacy and Records Specialist, City Clerk’s Department, 1 Carden Street, Guelph, Ontario, N1H 3A1

**Permission to Enter**

The owner hereby authorizes the City of Guelph staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Date \_\_\_\_\_

\_\_\_\_\_  
Name of Owner (please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Name of Owner (please print)

\_\_\_\_\_  
Signature of Owner