

# Mandatory Pre-Consultation Development Review



## Meeting Request Form – COVID-19 Procedures

---

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:

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

### Meeting Purpose

For City staff and external 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 an as needed basis. A tentative schedule of meeting dates and application submission deadlines is located [guelph.ca/city-hall/planning](http://guelph.ca/city-hall/planning). **Due to the current COVID-19 City facilities closures, additional processing time may be needed and the meeting date will be confirmed after the submission and payment is received.**

Meetings will be held online by video conference. A link will be sent by email before the meeting. Applicants and/or landowners are required to attend the mandatory pre-consultation meeting.

Pre-consultation meeting fee is payable to the City of Guelph by Electronic Funds Transfer (EFT). Instructions and a reference number will be emailed to you after your submission is received. Please do not make payment until a reference number has been provided to you. [See Development application fees and charges](#)

Applicants must submit the following information electronically to Planning Services, [planning@guelph.ca](mailto:planning@guelph.ca)

- a) A completed [Pre-Consultation Meeting Request Form](#);
- b) A site plan/concept plan of the proposal which includes: the property location, lot lines, access and parking, buildings, landscaping, label measurements (see Drawing Guidelines on page 3 for a complete list; and,
- c) Concept elevation drawings and/or coloured renderings, if available.

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

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.

If attachments are too large for email, please contact [planning@guelph.ca](mailto:planning@guelph.ca) for Dropbox instructions.

## **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



## Subject Site

Municipal address: \_\_\_\_\_

Legal description: \_\_\_\_\_

Site area: \_\_\_\_\_ Site frontage: \_\_\_\_\_

Current zoning: \_\_\_\_\_ Current uses: \_\_\_\_\_

Current OP designation: \_\_\_\_\_

Proposed land use: \_\_\_\_\_

Number of residential units: \_\_\_\_\_ Non-residential gross floor area: \_\_\_\_\_

## Type of Application

Zoning By-law Amendment

Official Plan Amendment

Draft Plan of Subdivision

Condominium

a) Have you had any previous discussions with City staff with respect to this development proposal?

Yes                  No

If yes, with who have you consulted? \_\_\_\_\_

When? \_\_\_\_\_

b) Has this land been the subject of any other application under the Planning Act?

Yes                  No

If yes, please select:

Zoning By-Law Amendment                  Yes                  No

Official Plan Amendment                  Yes                  No

Draft Plan of Subdivision                  Yes                  No

Site Plan                  Yes                  No

Condominium                  Yes                  No

## Registered Owner

Name/Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant (If different from above)**

Name/Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Description of the proposal:

Additional information:

**Drawing Guidelines**

Drawing(s) submitted are required to include:

- North arrow
- Property lines
- 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).
- Number of parking and loading spaces proposed New and/or closed driveway entrances; including width of driveways and aisles accessing parking stalls and loading areas
- Landscaped 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)
- Measurement units to be in metric

Required Number of Drawings:

- Under current COVID-19 restrictions, only digital drawings are required

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

Concept plan                                      Survey                                      Severance sketch

Location plan                                      Building elevations

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 3rd Floor of Guelph City Hall, 1 Carden Street, Guelph.**

**For Office Use Only:**

Date received:

Development Review Committee meeting date:

Staff assigned: