



PRECONSULTATION REQUEST FORM

Purpose:

The City of Burlington requires that preconsultation with City and agency staff occurs prior to the submission of the following application types:

- Official Plan Amendment;
- Zoning By-law Amendment;
- Subdivision;
- Site Plan Control;
- Consents; and
- Minor Variances, including:
 - New dwellings; and
 - Within Character Study Areas.

Applications will require additional supporting studies and information to assist with the consideration of the development proposal. The type of supporting information or material required for each application is determined by the City, Region of Halton, and if required, Conservation Halton as part of the preconsultation process.

Please note that if the prescribed information and application fees identified at the preconsultation meeting are not provided when an application is submitted, then the City will return the materials and refuse to initiate a development application until the requirements are met.

Preconsultation Fee:

The charge to hold a preconsultation meeting is as follows:

- \$1,200.00 for Official Plan Amendments and/or Zoning By-law Amendments and/or Subdivisions; and
- \$300.00 for Site Plan Control, Consents and Minor Variance applications

This fee will be credited to a future application made within one year of the preconsultation meeting date. A preconsultation form for Official Plan Amendments, Zoning By-law Amendments or Subdivisions is valid for six months from the date of the preconsultation meeting. Additional preconsultations beyond the first will not be credited toward a future application.

If an application is deemed to substantially deviate from the plans discussed during the preconsultation meeting, then a new preconsultation meeting, including fee, may be required at the discretion of the Director of Community Planning.

Preconsultation Process:

Applications must follow these steps:

1. The applicant must submit the preconsultation fee, a completed copy of the Preconsultation Request Form (attached) and a development concept plan in both electronic format and one hard copy, to the attention of the relevant Coordinator.

Relevant Coordinator:

- Coordinator of Development Review for Official Plan Amendments and/or Zoning By-law Amendments and/or Subdivisions;
 - Coordinator of Site Planning for Site Plan Applications; or
 - Secretary Treasurer of Committee of Adjustment for Consents and Minor Variances.
2. A preconsultation meeting is scheduled with staff from the City of Burlington, and staff from commenting agencies and departments as required, to discuss the development proposal. Meetings are scheduled approximately 3 weeks from receipt of the preconsultation request and fee and take place on Wednesdays. Applicants will be contacted directly with the date and time of their pre-consultation meeting with City staff once it has been scheduled.
 3. During the meeting, the applicant will be advised of the planning applications and fees required and what background studies and information will be needed. For Official Plan Amendments, Zoning By-law Amendments and Subdivisions a Preconsultation Agreement outlining the requirements for a complete application will be signed by applicant and staff at the meeting.

Submission Standards:

Contact the Burlington Community Planning Department at 905-335-7642 or email the relevant Coordinator to submit your request for a preconsultation meeting.

The preconsultation request should include:

- Payment of preconsultation fee
- Completed preconsultation request form, signed by the owner (attached)
- Preliminary Concept Plan in 11x17 PDF format and one hard copy
 - Concept plans should detail as much information as possible including:
 - site dimensions in metric
 - proposed and existing buildings
 - access points
 - parking areas
 - landscaping areas
- Any additional information that may assist in providing feedback.
- All materials must be submitted electronically for easy distribution. Please ensure that electronic document file sizes are small enough to circulate via email.

It is not necessary to submit this cover page with the preconsultation request form.



PRECONSULTATION MEETING REQUEST FORM

Date:	Applicant: Name, Address, Phone, Email
Site Address:	
Property Owner	

Site Description:

1. Site Area (ha): _____

2. Description of Existing Development/Uses on site:

3. Is the property listed in Municipal Heritage Register, designated under the Ontario Heritage Act or located adjacent to a designated property? Yes No

If Yes,
please describe:

4. Is any part of the property regulated by Conservation Halton? Yes No

5. Applicable Secondary Plans / Design Guidelines in effect:

Development Proposal:

6. Description of proposed development (land use, height, form, massing, density, etc.):

7. Current Official Plan Designation:

Does the proposal conform to the Official Plan? Yes No

If no, what changes are proposed?

8. Current Zoning of Property:

Does the proposal conform to the existing zoning? Yes No

If no, what changes are proposed, or what variances are required?

9. Please advise of any additional issues to be addressed:

10. Please list any technical studies which have been completed for the subject property:

11. Do you give permission for City and Regional staff to access the property in advance of the meeting?

Yes No

Please include a concept plan with the preconsultation request form, along with the required fee.

Proponent Signatures:

In signing this form, I acknowledge that that provided information is correct to the best of my knowledge.

Property Owner

Property Owner (Signature)

Date

Agent

Agent (Signature)

Date

(I have authority to bind the owner)

Public Record Notice: Under the Planning Act, R.S.O.1990,c.P.13,s.1.0.1, all information and material that is required to be provided to the City of Burlington respecting planning applications shall be made available to the public.