DEVELOPMENT APPLICATION PRECONSULTATION

Purpose:
The City of Burlington requires that preconsultation with City and Agency staff occurs prior to the submission of a development application. Applications for Official Plan Amendment, Zoning By-law Amendment, and Plan of Subdivision will require additional supporting studies or information which 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 or fees identified at the preconsultation meeting are not provided when an application is submitted then the City will either return the application or refuse to further consider the application until these requirements are met.

Preconsultation Process:
Applications for Official Plan Amendment, and/or Zoning Amendment and/or Subdivision must follow these steps:

1. The applicant must submit the Preconsultation Request Form (attached) and a development concept plan to the Coordinator of Development Review.
2. A preconsultation meeting is scheduled with staff from the City of Burlington, Halton Region, and (if required) Conservation Halton to discuss the development proposal.
   • During the meeting, the applicant will be advised of the planning applications and fees required and what background studies and information will be needed.
   • 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 City Building Department, Planning Section at 905-335-7642 or email the Coordinator of Development Review to submit your request for a preconsultation meeting.

All materials should be submitted electronically for easy distribution.

The preconsultation request should include:
- Completed preconsultation request form, signed by the owner (attached)
- Preliminary Concept Plan in 11X17 PDF format
  - Concept plans should detail as much information as possible including:
    - site dimensions
    - proposed and existing buildings
    - access points
    - parking areas
    - landscaping areas
- Any additional information that may assist in providing feedback.
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:

Development Proposal:

1. Brief Description of proposed development (land use, height, form, massing, density, etc.):
2. Current Official Plan Designation: 

Does the proposal conform to the Official Plan? Yes □ No □

If no, what changes are proposed?

3. Current Zoning of Property:

Does the proposal conform to the existing zoning? Yes □ No □

If no, what changes are proposed?

4. Applicable Secondary Plans / Design Guidelines in effect:

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

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

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

8. Do you give permission for City and Regional staff to access the property in advance of the meeting? Yes □ No □
Please attach a concept plan to the application.

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.