

City of Owen Sound



Preliminary Consultation Guidelines and Application



**Planning and Heritage Division
The Corporation of the City of Owen Sound
City Hall
808 2nd Avenue East
Owen Sound, Ontario N4K 2K8**

INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT AND THE ONTARIO PLANNING ACT AND WILL BE USED BY THE CITY OF OWEN SOUND IN THE PROCESSING OF THIS APPLICATION. THE INFORMATION, AS WELL AS SUPPORTING STUDIES AND REPORTS, MAY BE USED BY OTHER DEPARTMENTS AND AGENCIES FOR THE PURPOSE OF ASSESSING THE PROPOSAL AND PREPARING COMMENTS. THIS INFORMATION MAY ALSO BE RELEASED TO THE PUBLIC UNDER A FREEDOM OF INFORMATION REQUEST. QUESTIONS ABOUT THIS COLLECTION SHOULD BE DIRECTED TO THE CITY CLERK.

1. INTRODUCTION

This guide has been developed to provide assistance to the applicant during the preliminary consultation (here now referred to as pre-consultation) process in keeping with the provisions set out through By-Law 2007-063 as well as in accordance with the pre-consultation regulations outlined in the City of Owen Sound's Official Plan. The City of Owen Sound requires pre-consultation prior to submitting an application for an **Official Plan Amendment, Zoning By-Law Amendment, Approval of a Plan of Subdivision or Condominium, or for Site Plan Approval.**

2. THE DEVELOPMENT TEAM

The Development Team provides a "one window" resource to individuals seeking information on potential property development or change of use inquiries within the City of Owen Sound. The Planning Division together with the Engineering Services Division form the core of Owen Sound's Development Team. Together, when a development proposal is brought forward, the Team will determine which of the other City departments and key external agencies would be most helpful to provide feedback on the application.

3. PURPOSE OF THE PRE-CONSULTATION PROCESS

Through the Pre-Consultation process, applicants will be made aware of the necessary requirements of a 'complete' formal application pursuant to the Planning Act. This initial step provides the applicant with an understanding of the expected studies, information, drawings, fees, and documents that will be required for the City to deem the application complete. This process allows the applicant to understand the potential costs and timeline of the project at the outset. The pre-consultation process will provide the applicant with the following:

- Information on what applications are required for their development proposal;
- Information on what studies and documents will be required in support of the application;
- The fee(s) associated with the proposal;
- The estimated timeframe to process the application; and
- Potential issues and concerns that may impact the process.

Through the Pre-Consultation process, staff and agencies will investigate the policies applicable to the proposal in order to report on the necessary process, studies, and drawings. At times, certain studies and drawings could be made a condition of approval.

This process as a whole may take four to six weeks (submission of written comments and meeting). Complete pre-consultation packages will significantly shorten the review time of any formal application.

4. DIFFERENCE BETWEEN PRE-CONSULTATION AND “CONVERSATION”

A pre-consultation meeting is different from a preliminary conversation at the planning counter, on the phone, or when meeting with municipal, regional, or external agency staff. Information gathering is a necessary due diligence step to begin the pre-consultation process. Most development proposals start with a conversation, and if they proceed, lead to Pre-Consultation Submission followed by a meeting with the Development Team.

5. HOW TO PROCEED THROUGH THE PRE-CONSULTATION PROCESS

The applicant should begin the pre-consultation process at the earliest possible time, as soon as the specifics of the proposal are known to the applicant. The City has designed a three-part pre-consultation process (**Pre-Consultation Submission, Circulation, and Pre-Consultation Meeting and Response Letter**) to help promote the exchange of information and identify development considerations early in the planning process.

1. Pre-Consultation Submission – Part 1

The applicant should contact City Planning staff and advise them of their desire to begin the pre-consultation process. Planning staff will request that the applicant provide a complete Pre-Consultation Request Form along with the required fees for preliminary review and in accordance with the pre-consultation submission requirements. Submission and fee requirements are listed in Appendix 1 (pg. 5).

2. Circulation – Part 2

Planning staff will review the completed submission package provided by the applicant and circulate it to the Development Team and partnering agencies for their review and comment. If a pre-consultation meeting is required based on the review of information, it will be scheduled with the applicant, the Development Team, and any applicable partnering agencies.

3. Pre-Consultation Meeting & Response Letter – Part 3

Once a meeting date has been arranged, the applicant, Development Team, and partnering agencies (if applicable) meet to discuss the application and review the necessary requirements of a ‘complete’ formal proposal; this procedure is known as the pre-consultation meeting. The meeting ensures everyone is clear on the requirements up front.

A pre-consultation response will be provided to the applicant in writing indicating necessary formal application processes and submission items required for the development proposal; what studies and documentation needs to be submitted in support of the required application(s); the application processing fees; and any financial incentives that the project may be eligible for through the Community Improvement Plan.

6. CONTACT INFORMATION

To commence the pre-consultation process for an Official Plan Amendment, Zoning By-Law Amendment, Approval of a Plan of Subdivision or Condominium, or for Site Plan Approval, contact:

Margaret Potter, BES, RPP, MCIP
Community Planner
Phone No. 519-376-4440 ext. 1232
Email: mpotter@owensound.ca

Please note that applicants may contact Planning staff informally before fulfilling the City's pre-consultation requirements if they require further information or clarification.

7. WHAT'S NEXT?

Once pre-consultation is complete, the applicant can submit the appropriate application(s) and supporting information to begin their formal development application.

APPENDIX 1

Pre-Consultation Submission Material and Fee Requirements

IMPORTANT: APPLICANTS MUST SUBMIT THE FOLLOWING WITH THE PRE-CONSULTATION REQUEST FORM. PLEASE CHECK ALL APPLICABLE BOXES AND SUBMIT WITH YOUR APPLICATION. KEEP COPIES FOR YOUR FILES

REQUIRED SITE PLAN SUBMISSION ITEMS:

- | | |
|--|--|
| <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Form(s) |
| <input type="checkbox"/> Legal Survey (if available) | <input type="checkbox"/> Fee(s) (in accordance with the Fees & Charges By-Law) |

All drawings and studies shall be submitted in digital format (.pdf) and at least five (5) hard copies shall be provided

THE MORE DETAILED THE CONCEPT PLAN, THE MORE DETAILED FEEDBACK THE DEVELOPMENT TEAM WILL BE ABLE TO PROVIDE. ALL PLANS ARE TO BE SUBMITTED IN METRIC UNITS.

PERTINENT DETAILS FOR THE CONCEPT PLAN INCLUDE:

- | | |
|--|--|
| <input type="checkbox"/> Scale (metric) | <input type="checkbox"/> Proposed Servicing Details – sanitary, water, and storm |
| <input type="checkbox"/> Project name and municipal address | <input type="checkbox"/> Parking Areas and Number of Spaces |
| <input type="checkbox"/> Contact Information | <input type="checkbox"/> Zoning Standards Matrix: |
| <input type="checkbox"/> Location (adjacent streets/main intersection) | - Lot Area |
| <input type="checkbox"/> Lot lines and dimensions | - Setbacks to all Lot Lines (based on survey) |
| <input type="checkbox"/> Proposed use(s) | - Lot Coverage |
| <input type="checkbox"/> All proposed Buildings and Structures | - Gross Floor Area of each use |
| <input type="checkbox"/> Loading Spaces | - Height of Building |
| <input type="checkbox"/> Number of Units / Storeys | - Parking and loading spaces |
| <input type="checkbox"/> Natural Features Affecting the Site | |
| <input type="checkbox"/> Landscape Areas and Proposed Features | |
| <input type="checkbox"/> Proposed Access / Driveways / Roads | |



Pre-Consultation Request Form

Community Services Department • Planning Division
(To be completed by the applicant)

FOR OFFICE USE ONLY

Date Received Complete: _____ Application Fee Received: Receipt #: _____

SECTION 1 – PROPERTY INFORMATION:

Site Address: _____

Date: _____

SECTION 2 – OWNER INFORMATION:

Register Owner Name:	
Address:	Postal Code:
Preferred Phone Number:	
Email Address:	

Owner’s Authorization Letter (please attach if applicant is not the owner)

SECTION 3 – APPLICANT INFORMATION:

Name of Applicant (if different from owner):	
Address:	Postal Code:
Preferred Phone Number:	
Email Address:	

Have you had any previous discussions with Planning staff with respect to this proposal?

Yes No

If yes, with who have you consulted? _____

Has this land been subject of any other application under the Planning Act within the last five years? If yes, please list the type of application and file number, if known _____

SECTION 4 – PROPOSAL

Summary of Proposal:

You may attach separate sheets/forms if more space is needed

DECLARATION BY OWNER:

I certify that to the best of my knowledge the information provided in this application is accurate and complete.

Owner Signature

Date