



**Pre-Consultation
For Development Applications
(Excluding Site Plans)**

City of Cambridge
Development and Infrastructure
Development Planning Division
50 Dickson Street, 3rd Floor, P.O. Box 669
Cambridge, Ontario, N1R 5W8
(519) 621-0740

Please complete this pre-consultation application for development proposals requiring amendments to the Official Plan and Zoning By-law and for Plans of Subdivision and Condominium.

- **Please note a minimum of two (2) concept site plans are required. Incomplete applications will not be processed.**
- **Please note that there is a separate form for Site Plan Pre-consultation.**

Pre-consultation Process:

- Pre-consultation is required for development proposals requiring amendments to the: Official Plan; Zoning By-law; and, Plans of Subdivision and Condominium.
- The objective of pre-consultation is:
 - To achieve an efficient development review process;
 - To Identify any potential issues upfront (Provincial, Regional, Local) and identify any matters that could affect the development approval process;
 - To identify development and design priorities; and,
 - To identify required reports/studies and drawings to be submitted in with a complete development application.

Meeting Information:

- The applicant/owner is strongly encouraged to attend the pre-consultation meeting to discuss the comments.
- Meeting dates follow the Development Pre-consultation Committee (formerly Subdivision Coordinating Committee) Meeting Schedule available on Page 6 of this application. The staff person coordinating the pre-consultation will confirm the meeting time prior to the meeting date. Meetings are typically held in the afternoon between 2pm and 4pm at 30 minute intervals. Formal written

comments will be provided to the applicant prior to the meeting or within three (3) weeks following the meeting.

- The pre-consultation meeting is attended by the applicant/agent, City and Agency staff. Staff may ask questions and will provide verbal comments to you regarding your proposal. Planning staff will follow up with a letter that summarizes all the comments received by City and Agency staff as well as provide the requirements to make a “complete application” to the City.

Pre-consultation Submission Requirements: Please indicate that has been provided with a checkmark (✓).

Completed Application Form:

- Applicable Fee (no fee is required for Core Area projects);
- Cover Letter (brief overview of the proposal);
- Sanitary Assessment Capacity Form and \$150 fee (Attached to this form);
- Digitally prepared Site Plan, metric scale (**Minimum of two (2) alternative concepts**);
- 2 hard copies to scale (folded)**
- A Compact Disk (CD) of the digital PDFs or send via email to the persons indicated on Page 5. Individual file sizes are not to exceed 2mb and shall be labeled utilizing the following format: drawing name_number.pdf.

Part 1: Owner’s and Applicant’s Information:

Part 1(a): Registered Property Owner:		
Name:		
Company Name (If applicable):		
Street Address:		
City:	Province:	Postal Code:
Bus Tel:	Email:	Fax:
Part 1(b): Agent (if different than Owner)		
Name:		
Company Name (If applicable):		
Street Address:		
City:	Province:	Postal Code:

Bus Tel:	Email:	Fax:
Primary Contact (please indicate only one).	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner
Part 1(c): Agent To Submit Pre-Consultation Application (to be completed by Owner)		
<p>If the applicant is not the Owner of the Land(s) that is subject to the application, confirmation by the Owner that the Agent is authorized to make the application on his/her behalf must be completed below:</p> <p>I/we, _____</p> <p>the Registered Owner(s) of _____</p> <p style="text-align: center;">(municipal address or legal description)</p> <p>hereby authorize _____</p> <p style="text-align: center;">(print: name of agent)</p> <p>to act as an agent for this Pre-Consultation Application for Site Plan Approval.</p> <p>_____</p> <p>Date: _____ Signature: _____</p>		

Part 2: Property Information:

Part 2(a): Property Address, etc.
Street Address (list all properties):
Legal Description (if known):
Existing Official Plan Designation:
Existing Zoning:
Existing Number of Units (if applicable):
Existing Gross Floor Area (if applicable)
<p>Have there been any previous pre-consultations applications submitted for the subject property?</p> <p><input type="checkbox"/> Yes Please explain: _____</p> <p><input type="checkbox"/> No</p>

<input type="checkbox"/> Unknown
Part 2(b): Existing Conditions:
Existing use of the Property? (i.e. vacant, commercial, etc.).
Are there existing municipal services (i.e. water/sanitary) on the site? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> If privately serviced, please specify servicing arrangements (i.e. septic tank and well water). <input type="checkbox"/> Unknown
Are there any buildings on or adjacent to the subject land that are designated under the <i>Ontario Heritage Act</i> or are identified as Properties of Interest: <input type="checkbox"/> No <input type="checkbox"/> Yes, Explain _____
Is the site regulated by the Grand River Conservation Authority? Owner is responsible for obtaining all necessary clearances. <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Yes
Is the site a known or suspected contaminated site? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown
Have any environmental site contamination studies been completed? (i.e. Phase 1, 2010, Phase 2, 2012): <input type="checkbox"/> No <input type="checkbox"/> Yes, Explain: _____ <input type="checkbox"/> Unknown
Has a Record of Site Condition been filed with the Ministry of the Environment: <input type="checkbox"/> No <input type="checkbox"/> Yes (please attach). <input type="checkbox"/> Unknown
Is there a Certificate of Property Use on the subject property? <input type="checkbox"/> No <input type="checkbox"/> Yes (please attach) <input type="checkbox"/> Unknown
Is the site located within a Source Water Protection Area ? If yes, Owner is responsible for obtaining a Notice of Source Protection Plan Compliance (Section 59 Notice) from the Region. <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Yes

Part 3: Proposed Development:

Proposed Use:		
Proposed Official Plan Designation (if applicable):		
Proposed Zoning Classification (if applicable)		
No. of Buildings:	Approximate Building Area (sq. m.)	Building Height(s) No. of Storeys: Height (metres):
No. of proposed Dwelling Units:		

Submit the completed Pre-consultation Application with the appropriate fee and drawings to:

The Corporation of the City of Cambridge
3rd Floor, Development and Infrastructure Department
50 Dickson Street, PO Box 669
Cambridge, ON
N1R 5W8

Questions regarding the Pre-consultation process may be directed to:

Mr. Bryan Cooper, MCIP, RPP
Senior Planner (Development Planning)
Tel: (519) 621-0740 extension 4598
Email: CooperB@cambridge.ca

Mr. J. Matthew Blevins, MCIP, RPP
Acting Senior Planner (Development Planning)
Tel: (519) 621-0740 extension 4317
Email: BlevinsM@cambridge.ca

Pre-consultation Meeting Schedule can be found on the next page.



2016

Pre-consultation Meeting Schedule

Development Pre-consultation Committee

Deadline to Submit:	Meeting Date:
Friday, January 7 th , 2016	Thursday, January 28 th , 2016
Friday, February 5 th , 2016	Thursday, February 25 th , 2016
Friday, March 4 th , 2016	Thursday, March 31 st , 2016
Friday, April 1 st , 2016	Thursday, April 28 th , 2016
Friday, May 6 th , 2016	Thursday, May 26 th , 2016
Friday, June 3 rd , 2016	Thursday, June 30 th , 2016
Monday, July 4 th , 2016	Thursday, July 28 th , 2016
Friday, August 5 th , 2016	Thursday, August 25 th , 2016
Friday, September 2 nd , 2016	Thursday, September 29 th , 2016
Friday, October 7 th , 2016	Thursday, October 27 th , 2016
Friday, November 4 th , 2016	Thursday, November 24 th , 2016
No December meeting	

Disclaimer: Due to the high volume of pre-consultations, a maximum of four (4) applications will be discussed per meeting. All additional submissions will be placed on the next available meeting.