



**Pre-Consultation  
For Site Plan Application  
City of Cambridge**

Development Planning Division  
Planning and Development Department  
50 Dickson Street, 3<sup>rd</sup> Floor, P.O. Box 669  
Cambridge, Ontario, N1R 5W8  
(519) 740-4650

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Pre-consultation for Site Plan Application pursuant to section 41 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended.

**Effective June 1<sup>st</sup>, 2015, no Pre-Consultation application will be accepted without digital copies of all plans, forms and supportive materials.**

**Pre-consultation Process:**

- The construction of a new building(s) and major building expansions are required to go through the pre-consultation process prior to submission of a formal complete site plan application. Please contact Development Planning Staff if you are unsure whether your project requires pre-consultation.
  
- The objective of pre-consultation is to achieve the following:
  - To achieve an efficient site plan review process;
  - Identify any potential issues upfront (Provincial, Regional, Local) and identify any matters that could affect the site plan approval process;
  - To identify development and design priorities;
  - To identify required drawings and reports/studies to be submitted in with a complete site plan application; and,
  - Provide preliminary Site Plan review comments for the concept plan submission.

**Pre-consultation Submission Requirements:**

- A Compact Disk (CD) of the digital PDFs. Individual file sizes are not to exceed 2mb and shall be labeled utilizing the following format: drawing name\_number.pdf.
- Completed Application Form;
- Applicable Fee (no fee is required for Core Area projects);

- Cover Letter (brief overview of the proposal);
- Digitally prepared Site Plan, metric scale (Minimum of two (2) alternative concepts);
- Digitally prepared Massing Model and Basic Elevations;
- 6 Copies folded and collated 8.5 x 14** (For properties fronting onto Local Roads);
- 8 Copies folded and collated 8.5 x 14** (for properties fronting onto Regional Roads);

**Meeting Information:**

Meeting dates follow the Site Plan Review Committee Meeting Schedule available on page 6 of this application. The Planner coordinating the pre-consultation will confirm the meeting time prior to the meeting date. Meetings are typically held in the morning between 9am and 12pm at 30 minute intervals. Draft written comments are normally sent to the applicant by the Planner coordinating the pre-consultation the day before the meeting.

**Part 1: Owner's and Applicant's Information**

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

**Part 1(c): Agent To Submit Pre-Consultation Application (to be completed by Owner)**

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:

I/we, \_\_\_\_\_

the Registered Owner(s) of

\_\_\_\_\_ (municipal address or legal description)

hereby authorize \_\_\_\_\_ (print: name of agent)

to act as an agent for this Pre-Consultation Application for Site Plan Approval.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature:

**Part 2: Property Information:**

**Part 2(a): 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)

Is or was the project subject to an Official Plan Amendment, Zoning By-law Amendment or Minor Variance Application?:

- Yes, File No.: \_\_\_\_\_
- No

**Part 2(b): Existing Conditions:**

Existing use of the Property? (i.e. vacant, commercial, etc.).

<p>Are there any existing natural features on site or adjacent to the site (trees, streams, steep slopes, wetlands, etc.,)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Please identify:</p> <p>_____</p>		
<p>Are there existing municipal services (i.e. water/sanitary) on the site?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> If yes, please show the details such as size and location</p> <p><input type="checkbox"/> If privately serviced, please specify servicing arrangements (i.e. septic tank and well water).</p>		
<p>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:</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Explain _____</p>		
<p>Is the site regulated by the Grand River Conservation Authority? Owner is responsible for obtaining all necessary clearances.</p> <p><input type="checkbox"/> No <span style="float: right;"><input type="checkbox"/> Unknown</span></p> <p><input type="checkbox"/> Yes</p>		
<p>Is the site a known or suspected contaminated site?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>		
<p>Have any environmental site contamination studies been completed? (i.e. Phase 1, 2010, Phase 2, 2012):</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Explain: _____</p>		
<p>Has a Record of Site Condition been filed with the Ministry of the Environment:</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (please attach).</p>		
<p>Is the site located on a Regional Road? If yes, the Owner will be required to obtain a Regional Access permit approval and clearance prior to Site Plan Approval.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>		

**Part 3: Proposed Development:**

Proposed Use:		
No. of Buildings:	Approximate Building Area (sq. m.)	Building Height(s) No. of Storeys: Height (metres):

No. of Units:	No. of Parking Spaces:	No. of Loading Spaces:
No. of Barrier Free Parking Spaces (Design to conform with the City Barrier Free Design Standard):	No. of Bicycle Parking Spaces:	Does the development conform to the Zoning By-law?  <input type="checkbox"/> Yes <input type="checkbox"/> No, why not? Please attach explanation.
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All site development must conform to the City's Official Plan and Zoning By-law, as amended.</li> <li><input type="checkbox"/> Urban Design Guidelines have been adopted in all three Core Areas (Galt, Hespeler and Preston). Please consult these documents prior to making submission for pre-consultation available on the City's Website at <a href="http://www.cambridge.ca/article.php?ssid=500">http://www.cambridge.ca/article.php?ssid=500</a>.</li> <li><input type="checkbox"/> Signage shall conform to the City's Sign By-law and separate permits must be obtained as applicable.</li> <li><input type="checkbox"/> All Engineering Submissions are subject to the Engineering Standards and Development Manual and are available on the City's Website by following this link <a href="http://www.cambridge.ca/article.php?ssid=531">http://www.cambridge.ca/article.php?ssid=531</a></li> <li><input type="checkbox"/> Site grading is subject to the City of Cambridge Site Alteration By-law No. 160-09.</li> <li><input type="checkbox"/> Only one water connection per property is permitted by By-law No. 146-03.</li> <li><input type="checkbox"/> The Owner/Applicant is responsible to receive clearances from commenting and approval agencies most often prior to Site Plan Approval.</li> <li><input type="checkbox"/> The City of Cambridge has a Demolition Control By-law for the demolition of residential buildings.</li> </ul>		