



PRE- SUBMISSION CONSULTATION GUIDE

For

**Official Plan Amendment Applications
Zoning By-law Amendment Applications
Draft Plan of Subdivision Applications
Draft Plan of Condominium Applications
Site Plan Approval Applications
Consent Applications**

Dated: February 2025

**PRE-SUBMISSION CONSULTATION
AND FEE REQUIREMENTS**

For applications for **Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivision/Condominium and Site Plan Approval** the following information must be submitted:

Required Information	Number of Copies
Site Sketch/Conceptual Plan showing the following: <ul style="list-style-type: none"> • Location of existing and proposed land uses; • Location of existing and proposed buildings and structures; • Location of any significant features on the site or adjacent to the site (i.e. wetlands, hazard lands, watercourses, drainage ditches, woodlands, wells, septic tanks, etc.); • Location of proposed buildings and structures on lands without environmental constraints; • Existing and proposed lot fabric (as appropriate) on lands without environmental constraints; and • Proposed development concept, including setbacks from lot lines and significant features. • Location of proposed driveways and parking areas • Preliminary Building Massing (4 or more storeys) 	1 hard copy and 1 digital (pdf)
Pre-Submission Consultation Request Form	
Pre-Submission Consultation Fee	Cash, Cheque, Debit/Credit, Online Portal
Pre-Submission Consultation Fee (Region)	Cheque or Regional payment portal

For Applications for Consent, the following information is required:

Required Information	Number of Copies
Conceptual Plan or Survey Sketch prepared by a qualified Ontario Land Surveyor (Please see Appendix 1A and the sample sketch).	1 hard copy and 1 digital (pdf)
Elevations	
Pre-Submission Consultation Request Form	
Pre-Submission Consultation Fee (City)	Cash, Cheque, Debit/Credit, Online Portal

**PRE-SUBMISSION CONSULTATION CONSENT
SKETCH REQUIREMENTS**

An application **must** be accompanied by one (1) copy of a preliminary sketch prepared in **metric units**, showing the information set out below.

- the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- the approximate distance between the subject land and the nearest city lot line or landmark, such as a bridge or railway crossing;
- the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained, in **metric** units;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features (e.g, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, pools, fences, driveways, porches/decks, sheds, hydro poles and septic tanks) that;
 - (i) are located on the subject land and on the land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application;
- Lot frontage is measured 6 metres from the front lot line, or 6 metres from the chord and parallel to the chord if the front lot line is a curve;
- the current uses of land that is adjacent to the subject land (*e.g., residential, agricultural or commercial*);
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, public travelled road, a private road or a right of way;
- the existing front yard setback or exterior yard setback (or both if applicable) for buildings on lots abutting the subject lot.
- the location and nature of any easement affecting the subject land;
- a proposed building envelope together with the location, width and length of existing and proposed driveways or parking areas and the height of all decks or porches from grade, proposed and existing;
- key map indicating the location of the property;
- height is measured to the mid-point of the roof.

Please refer to the attached example sketch.

Sample Sketch

