



**PRE- SUBMISSION  
CONSULTATION  
APPLICATION**

**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"> <li>• Location of existing and proposed land uses;</li> <li>• Location of existing and proposed buildings and structures;</li> <li>• 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.);</li> <li>• Location of proposed buildings and structures on lands without environmental constraints;</li> <li>• Existing and proposed lot fabric (as appropriate) on lands without environmental constraints; and</li> <li>• Proposed development concept, including setbacks from lot lines and significant features.</li> <li>• Location of proposed driveways and parking areas</li> <li>• Preliminary Building Massing (4 or more storeys)</li> </ul>	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:

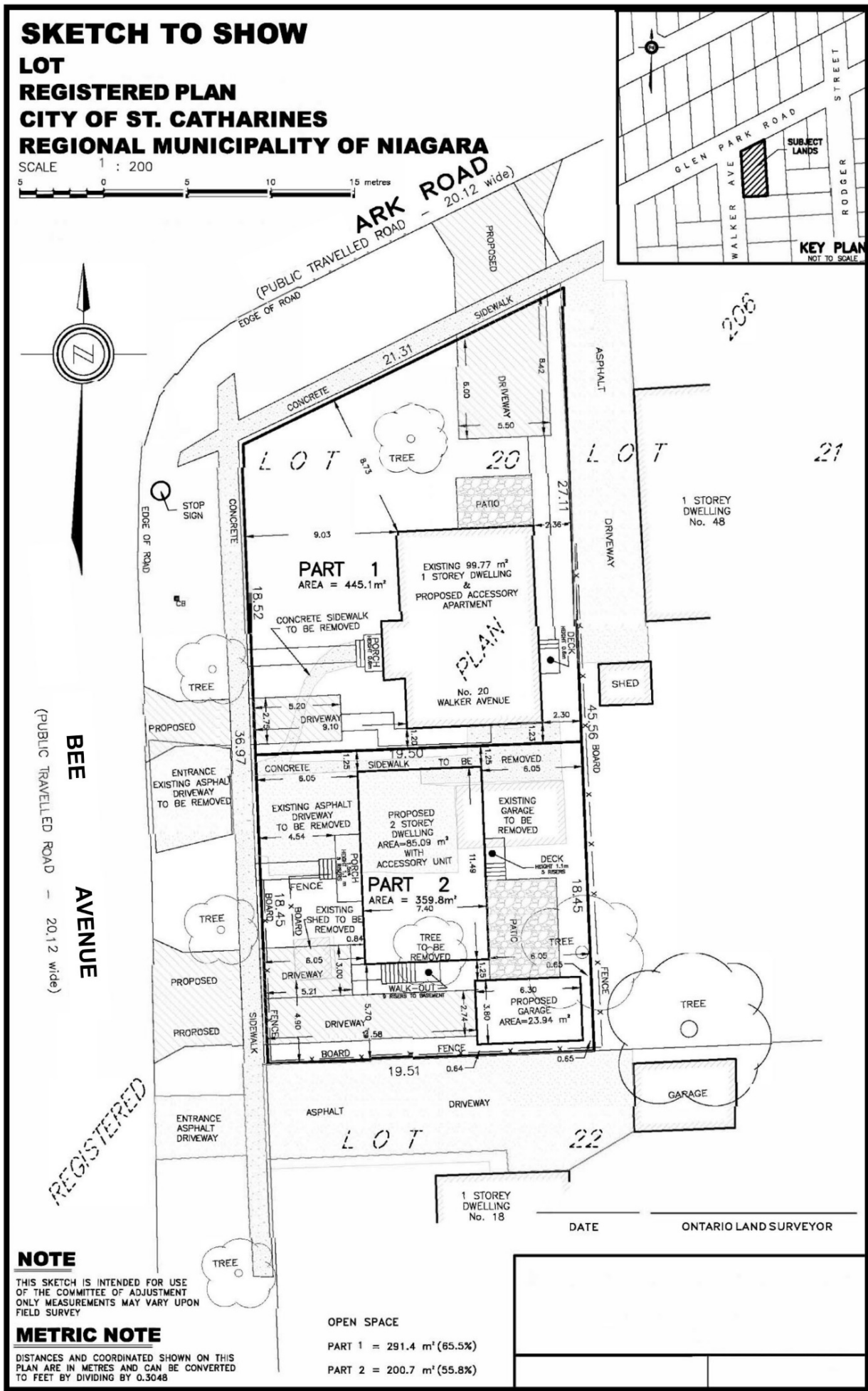
Required Information	Number of Copies
Conceptual Plan or Survey Sketch prepared by a qualified Ontario Land Surveyor (Please see Appendix 1A and the sample sketch).	1 hard copy and 1 digital (pdf)
Elevations	
Pre-Submission Consultation Request Form	
Pre-Submission Consultation Fee (City)	Cash, Cheque,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



**TYPE OF APPLICATION**

<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Plan of Subdivision	<input type="checkbox"/> Site Plan Approval/ Amendment
<input type="checkbox"/> Zoning By-law Amendment	<input type="checkbox"/> Plan of Condominium	<input type="checkbox"/> Consent

**1. Applicant Information**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact person if a numbered Company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Agent Information**

Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Who is the Principal Contact: \_\_\_\_\_

**2. Municipal Address and Legal Description (i.e. Lot and Registered Plan)**

\_\_\_\_\_  
\_\_\_\_\_

**3. Dimension of subject property in hectares/square metres**

i) Lot (Street) frontage \_\_\_\_\_

ii) Depth \_\_\_\_\_

iii) Area \_\_\_\_\_

**4. Existing Regional Official Plan Designation**

\_\_\_\_\_

**5. Existing Garden City Official Plan Designation**

**6. Existing Zoning**

\_\_\_\_\_

**7. Are there any easements or other encumbrances on the property?**

Yes  No

If yes, please list encumbrances:

**8. What is the current use of the subject property?**

\_\_\_\_\_

**9. If known what were the previous uses of the subject property?**

\_\_\_\_\_

**10. Servicing:**

Please identify the services on the existing lot (Check appropriate box)

City Water  City Sanitary Sewer  City Storm Sewer  None   
 Private Well  Private Septic Sewage System

Please identify the services on the proposed lot (Check appropriate box)

City Water  City Sanitary Sewer  City Storm Sewer  None   
 Private Well  Private Septic Sewage System

**11. Are there any significant environmental features on, or in close proximity to the Site?**

Yes  No

If yes, please check all that apply:

<input type="checkbox"/>	Provincially Significant Wetland	<input type="checkbox"/>	Regulated Floodplain
<input type="checkbox"/>	Locally Significant Wetland	<input type="checkbox"/>	Regulated Shoreline
<input type="checkbox"/>	Woodland Over 2 Hectares	<input type="checkbox"/>	Watercourse, including City Drains
<input type="checkbox"/>	Other. Please specify:		

**12. Heritage Designation:** Please identify if the property is designated under Part IV or Part V of the Ontario Heritage Act, or listed on as a Non-Designated Property of Cultural Heritage Value or Interest on the St. Catharines Heritage Register.

Yes  No

**13. Type of proposal: Be as specific as possible in describing how the land and proposed buildings and structure will be used. Please advise if the proposed development is to be a condominium development.**

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**14. Details of the Proposal:**

Type of project: Commercial  Residential  Industrial  Institutional  Other

**15. Change ‘Total Number of Proposed Units:’ to ‘Total Number of Proposed Residential Units’**

i) Total Number of Proposed Units: \_\_\_\_\_ Number of Existing Units: \_\_\_\_\_

ii) Number of Units by type:

single detached \_\_\_\_\_ semi-detached \_\_\_\_\_ duplex \_\_\_\_\_ triplex \_\_\_\_\_ fourplex \_\_\_\_\_  
 townhouse \_\_\_\_\_ apartment \_\_\_\_\_

iii) Rental or Condominium Tenure (if known): \_\_\_\_\_

**16. Number of Non-Residential Units by Type and Floor Area**

Type	# of Units	Floor Area (m2)
Retail /Service Commercial		
Office		
Institutional		
Recreation		
Other		
TOTAL		

**17. Select your preferred meeting format:**

In Person  Online

**18. DECLARATION**

I, \_\_\_\_\_ of the City of \_\_\_\_\_, solemnly declare that:

All statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as it made under oath and by virtue of the Canada Evidence Act.

For the purposes of the FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the PLANNING ACT for the purposes of processing this application and correspondence purposes. Questions about this collection should be directed to The City Clerk, City of St. Catharines, 50 Church Street, St. Catharines, Ontario L2R 7C2, telephone 905-688-5600.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ )  
\_\_\_\_\_ )  
in the \_\_\_\_\_ )  
of \_\_\_\_\_ )  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ )

\_\_\_\_\_  
Signature of Owner,  
Applicant or Authorized Agent

\_\_\_\_\_  
A Commissioner

\_\_\_\_\_  
Name of Owner or Authorized Agent

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date