



Pre- Application Consultation

Complete Application Guide

Planning Services

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PRE-CONSULTATION APPLICATION GUIDE

The *Planning Act* authorizes municipalities to require that development proponents consult with them prior to submitting official plan amendments, rezoning, plans of subdivision, plans of condominium and site plans. The City of Greater Sudbury in By-law 2008-165 provides that where the Director of Planning and/or his/her designate has determined the need for pre-consultation, the applicant shall pre-consult prior to making an application. Pre-consultation has been determined as being mandatory on all such applications, with the following exceptions:

1. Rezoning applications to lift an "H", Holding Provision;
2. Rezoning applications to permit a garden suite or other uses as a temporary use;
3. Rezoning applications to permit an extension to a temporary use permission;
4. Rezoning applications which are required to satisfy a condition imposed by a consent approval.

The purpose of pre-consultation is to confirm the appropriate planning approvals required for the development of a site. Pre-consultation will also identify required drawings, supporting studies and reports that are necessary for the application(s) to be deemed complete. The applicant is also provided the opportunity to find out what planning policies apply to the property, processing timelines, as well as discovering potential areas of concern. The comments generated from the pre-consultation meeting do not constitute an approval and do not reflect the position of Planning Services. The applicant is advised that any discussion on the merit or the design of the development application may require a separate meeting(s).

After the applicant has submitted the completed application form and supporting information to Planning Services, the applicant will be contacted by Planning Services and will be advised of the time and date for the pre-consultation meeting. As part of the pre-consultation process, a review team comprised of staff from Planning, Building Services, Traffic and Transportation, Drainage and Development Engineering, called "SPART", (Sudbury Planning Application Review Team) meet on a regular basis to review the pre-consultation applications.

Applications for Plans of Subdivision and Site Plans

Applicants for plans of subdivision and site plans are encouraged to attend the SPART (Sudbury Planning Application Review Team) meetings as their pre-consultation meeting. If applicants are unable to attend the SPART meeting to which their pre-consultation application has been scheduled, a pre-consultation meeting will be scheduled with the applicant to occur following the SPART meeting, and will be held with the Senior Planner assigned to subdivision file or with the Subdivision/Site Plan Control Engineer in the case of a site plan file.

Applications for Official Plan, Zoning By-law Amendment and Plans of Condominium

After the applicant has submitted a complete pre-consultation application form and supporting information, the applicant will be contacted by Planning Services to schedule a pre-consultation meeting with the Senior Planner assigned to the official plan amendment, rezoning or condominium application. This meeting will typically occur within a few days following the SPART meeting at which the pre-consultation application was reviewed.

At the conclusion of all pre-consultation meetings, Planning Services will complete the Pre-Consultation Understanding Form which will be signed by Planning Services staff and the applicant. This form will set out the supporting documentation required to be submitted prior to an application being deemed complete.

NOTE: All comments and direction offered by City staff and outside agencies is preliminary and based solely on the information available at the time of the meeting. Once an application has been submitted, deemed complete and circulated for comments additional information may be required during the processing of the application.

SPART APPLICATION DEADLINES AND MEETINGS – 2018*

Pre-Consult Application Form Submission Deadline	SPART Meeting
January 2	January 10
January 16	January 24
January 30	February 7
February 13	February 21
February 27	March 7
March 13	March 21
March 27	April 4
April 10	April 18
April 24	May 2
May 8	May 16
May 22	May 30
June 5	June 13
June 19	June 27
July 3	July 11
July 17	July 25
July 31	August 8
August 14	August 22
August 28	September 5
September 11	September 19
September 25	October 3
October 9	October 17
October 23	October 31
November 6	November 14
November 20	November 28
December 4	December 12

***The City reserves the right to schedule any application to a subsequent meeting date.**

SPART FEE 2018: \$300

**City of Greater Sudbury
APPLICATION FOR PRE-CONSULTATION MEETING**

For Office Use Only

Date Received: _____ Pre-Consultation File: _____

SPART Meeting Date: _____ Assigned Planner/Engineer: _____

Pre-consultation Meeting Date: _____ SPP Area NDCA Reg. Area
Yes ____ No ____ Yes ____ No ____

To request a pre-consultation meeting with the City of Greater Sudbury, the applicant must submit the following information to Planning Services.

1. Property Owner _____ **Telephone Numbers** _____

Home _____

Mailing Address _____ **Business** _____

City _____ Postal Code _____ Fax _____

E-mail _____

If the application will be represented by someone other than the property owner noted above and/or the application is prepared and submitted by someone other than the property owner noted above, please specify:

2. Name of Agent _____ **Telephone Numbers** _____

Home _____

Mailing Address _____ **Business** _____

City _____ Postal Code _____ Fax _____

E-mail _____

3. Type of Application on which pre-consultation is being requested? Check as many as are applicable.

Official Plan Amendment Rezoning Plan of Subdivision Plan of Condominium Site Plan

4. For rezoning and official plan identify the following:

Existing Zoning _____

Proposed Zoning _____

Existing Official Plan Designation _____

Proposed Official Plan Designation _____

Is an exception to an Official Plan policy being requested: Yes No

If yes, describe the exception being requested _____

5. Provide details of the proposed development or land use.

6. Legal Description of property on which Pre- Consultation is being requested:

Township	Lot No.	Concession No.
<hr/>		
PIN	Parcel(s)	
<hr/>		
Subdivision Plan No.	Lot	
<hr/>		
Reference Plan No.	Part(s)	
<hr/>		
Municipal Address		
<hr/>		

7. Supporting Information to be attached.

A plan drawn to scale showing in metric units, the following:

- The boundaries and dimensions of the subject land;
- The location, size and type of all existing and proposed buildings and structures, landscaping and parking areas on the subject land, indicating their distance from the front, rear and side lot lines;
- The approximate location of all natural and artificial features (buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded area, wells and septic fields that are located on the subject land and on land adjacent to it and in the applicant’s opinion, may affect the application;
- The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right-of-way;
- The location and nature of any easement affecting the subject land

If there is any additional information which may be relevant to the request and which should be considered by the City in reviewing this application, please attach outlining the particulars of same.

PART A: OWNER ACKNOWLEDGEMENT AND CONSENT

I/We, _____ (please print all names), the registered owner(s) of the property described as _____

in the City of Greater Sudbury:

Collection, Use and Disclosure of Information:

- a) acknowledge that personal information collected on this form is collected pursuant to the *Planning Act*, R.S.O. 1990, c.P.13 for the purpose of processing this planning application;
- b) grant the City permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, with the purpose of review and implementation of the application;

Authority to Enter Land and Photograph

- c) grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application;

Appointment of Authorized Agent

- d) appoint and authorize _____ (please print name of Agent), to act as my/our agent with regard to this application to the City of Greater Sudbury, including but not limited to receiving all correspondence, attending at any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by the agent on my/our behalf.

Dated this _____ day of _____, 20 _____

(witness)

signature of Owner(s) **or** Signing Officer **or** Authorized Agent (*where a Corporation)

Print Name: _____

*I have authority to bind the Corporation

PART B: OWNER OR AUTHORIZED AGENT DECLARATION

I/We, _____ (please print all names), the registered owner(s) or authorized agent of the property described as _____

in the City of Greater Sudbury:

solemnly declare that all of the statements contained in this application and in the Supporting Documentation are true and complete, and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Dated this _____ day of _____, 20 _____

Commissioner of Oaths

signature of Owner(s) **or** Signing Officer **or** Authorized Agent (*where a Corporation)

Print Name: _____
*I have authority to bind the Corporation

* Where the owner is a firm or corporation, the person signing this instrument shall state that he/she has authority to bind the corporation or affix the corporate seal.

NOTES:

- Questions regarding the collection of personal information should be directed to the Manager of Development Approvals, City of Greater Sudbury, 200 Brady Street, Sudbury, ON, P3A 5P3
- An agent must be authorized in writing by the owner to act on his/her behalf. Unless otherwise requested, all communication will be sent to the agent.