



# 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 – 2017\*

Pre-Consult Application Form Submission Deadline*	SPART Meeting
January 3	January 11
January 17	January 25
January 31	February 8
February 14	February 22
February 28	March 8
March 14	March 22
March 28	April 5
April 11	April 19
April 25	May 3
May 9	May 17
May 23	May 31
June 6	June 14
June 20	June 28
July 4	July 12
July 18	July 26
August 1	August 9
August 15	August 23
August 29	September 6
September 12	September 20
September 26	October 4
October 10	October 18
October 24	November 1
November 7	November 15
November 21	November 29
December 5	December 13

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

## 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**

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Home

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**Mailing Address** **Business**

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**City** **Postal Code** **Fax**

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E-mail

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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**

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Home

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**Mailing Address** **Business**

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**City** **Postal Code** **Fax**

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E-mail

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**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:**



**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.