

**Infrastructure and Development
Services Department**
82 Erie Street, 3rd Floor
Stratford, ON N5A 2M4
Phone: (519) 271-0250
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www.stratford.ca



Formal Consultation Meeting Request Form

Office Use Only

File Number: _____ Date Accepted: _____

Related File Numbers: _____

A formal consultation meeting is required prior to the acceptance of an application for:

- Site Plan- New and Amendments
- Official Plan Amendments
- Zoning By-law Amendments
- Draft Plans of Subdivisions
- Draft Plan of Condominiums-Vacant Lands and Common Elements

The formal consultation meeting may address more than one application provided the applications are for the same development project. The purpose of the meeting is to facilitate initial discussions between the applicant and City staff relating to the application and to allow City staff to determine the specific reports, studies, and information that is required to be submitted with the application as part of a complete application.

The Manager of Development Services or his/her delegate has the authority to waive the requirement for a formal consultation meeting where it has been determined that the meeting would serve no reasonable purpose due to the nature of the application. If the requirement for a formal consultation meeting is waived the Manager of Development Services or his/her delegate will issue a Record of Formal Consultation which will outline the studies, reports, maps or plans required for a complete application.

The formal consultation meeting is effective for one (1) year from the date of the meeting. If no applications are submitted within that time, the applicant may be required to resubmit a Formal Consultation Meeting Request Form and attend another formal consultation meeting.

Formal Consultation Meeting Request Form Requirements:

Site Plan Applications:

- 1 copy of the completed Formal Consultation Meeting Request Form
- 1 copy of a preliminary site plan, showing the proposed development including:
 - North arrow
 - Standard scale in metric
 - Property lines
 - The location, dimensions and use of all existing and proposed buildings and structures on the site
 - The location, setback and dimension of loading areas and parking spaces
 - Width and location of driveways, access aisles & walkways that are proposed, existing or to be removed
 - Location of outdoor storage, or facilities for garbage and recycling
 - Any other applicable information
- Elevations
- Letter outlining how the site is proposed to be serviced
- Digital copy (on a USB or e-mailed) containing the completed Formal Consultation Meeting Request Form, copy of the preliminary site plan, and copies of any other studies or plans submitted.

Official Plan Amendment and/or Zone Change Applications:

- 1 copy of the completed Formal Consultation Meeting Request Form.
- 1 copy of a key map showing the extent and boundaries of the lands affected. If the application is for an Official Plan Amendment please include the proposed Official Plan designation, & special policies. If the application is for a Zoning By-law Amendment include the proposed zoning and details on any special provisions requested.
- Digital copy (on a USB or e-mailed) containing the completed Formal Consultation Meeting Request Form, copy of key map, and copies of any other studies or plans submitted.

Draft Plan of Subdivision, Vacant Land Condominium or Common Elements

Condominium Applications:

- 1 copy of the completed Formal Consultation Meeting Request Form.
- 10 copies of a draft concept plan (D sized 24x36- to be folded letter size), to scale, showing the proposed development including:
 - North arrow
 - Standard scale in metric
 - Limits of the plan

- Location and dimensions of the proposed lots and blocks
- Location and width of existing and proposed road allowances
- Location of existing buildings, vegetation and natural features
- Location of conservation authority regulation limit
- Any other relevant information
- Letter outlining how the site is proposed to be serviced.
- Digital copy (on a USB or e-mailed) containing the completed Formal Consultation Meeting Request Form, copy of the draft concept plan, and copies of any other studies or plans submitted.

Please note:

- If you are submitting a Formal Consultation Meeting Request Form for multiple applications only 1 completed copy of the form is required.
- A Formal Consultation Meeting will not be scheduled until sufficient information is received.
- If you will be submitting studies or additional materials please contact Planning Staff to determine how many copies to provide.
- Material required with an application is based on information available at the Formal Consultation meeting. The City reserves the right to require additional material.

Additional Information

Comments or questions concerning this application can be directed to:
 City of Stratford Development Services Division
 82 Erie Street, 3rd Floor
 Stratford ON N5A 2M4
 Telephone (519) 271-0250 extension 5345
 Fax (519) 271-5966
 Email: planning@stratford.ca

Notice of Collection

The personal information collected on this form is collected by the Corporation of the City of Stratford under the authority of the Municipal Act, 2001, and will be used by Infrastructure and Development Services staff for reviewing the application and other administrative purposes. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, Ontario, N5A 6W1, or by telephone 519-271-0250 ext. 5329 during business hours.

Part One: General Information

Registered Owner

Owner: _____

Principal of company (if owner is a company): _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

E-mail: _____

Applicant (if other than the registered owner)

Name: _____

Name of firm: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

E-mail: _____

Location of the Subject Land

Address: _____

Legal Description: _____

Frontage (m): _____ Depth (m): _____ Area (m²): _____

Existing use of the property: _____

Part Two: Proposed Development

Type of Application

1. This is a Formal Consultation Meeting Request for (check all that apply):

Site Plan:

New Site Plan OR Site Plan Amendment

Official Plan Amendment

Zone Change

Draft Plan of Subdivision

Draft Plan of Condominium:

Vacant Land OR Common Element

2. Have you had any previous discussions with Planning Staff with respect to this development proposal?

Yes No

If yes, who have you consulted with? _____

When? ____/____/____ (mm/dd/yyyy)

3. Has this site been the subject of any other application under the Planning Act? If yes, please identify the year, file number and particulars:

Description of Proposal

Commercial Industrial Residential Institutional

Number and type of units/lots: _____

Number of Parking Spaces: _____

Number of Storeys: _____ Number of Buildings: _____

Gross Floor Area (m²): _____ Building Area (m²): _____

Current Official Plan Designation: _____

Current Zoning: _____

Proposal Details

Please provide a detailed description of the proposal including but not limited to the number of existing units, number of employees, size and use of any proposed and/or existing buildings, proposed Official Plan designation, proposed zone and any special provisions requested, etc.:
