

Initial planning meeting request form



Before you submit a development application or attend a formal pre-consultation meeting, Guelph's planning staff is available to discuss your ideas or your preliminary proposal. We'll tell you which development application process is appropriate, outline any areas of concern, and tell you what kinds of information, studies, reports and other documents you may need to apply for an Official Plan and/or Zoning Bylaw amendment, minor variance or consent, draft plan of subdivision or condominium, site plan or part lot control applications.

To request a meeting please submit:

- A completed initial meeting request form
- A concept plan for the proposal, if available (which includes the property location, boundary/property survey, proposed access, parking areas and existing and proposed building locations, building elevations)
- Any other information that may be applicable

At the meeting, planning staff will provide the applicant feedback regarding the proposal. All comments and directions offered by staff are preliminary and based solely on the information available at the time of the meeting. Additional information may be required after reviewing the development application, attending a formal pre-consultation meeting, and/or statutory public meeting.

Subject Site

Site address: _____

Site legal description: _____

Site area: _____ Site frontage: _____

Current Zoning: _____

Current Official Plan Designation: _____

Registered Owner

Company name: _____ Contact name: _____

Address: _____ Email: _____

City: _____ Phone: _____

Postal Code: _____

Applicant (if different from above)

Company name: _____ Contact name: _____

Address: _____ Email: _____

City: _____ Phone: _____

Postal Code: _____

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About the proposal

Brief description of the proposal:

Additional information:

Check attachment(s) provided (maximum 11" x 17"):

Concept Plan	Survey	Severance Sketch
Location Plan	Building Elevations	Other _____

Please submit completed form and attachments to:

City of Guelph
Planning and Building Services
1 Carden Street
Guelph, Ontario N1H 3A1

Email planning@guelph.ca
Phone 519-822-1260 extension 5616

For office use only

Date Received: _____

Staff Assigned: _____