

Corporation of the City of St. Thomas

CONSULTATION REQUEST FORM

All proposals are to be submitted to the City of St. Thomas Planning & Building Services Department. Staff will determine whether the information submitted is sufficient to warrant the scheduling of a consultation meeting. If additional information is required staff will advise the applicant.

Attendants at the meeting will be representatives from the Planning & Building Services Department and Environmental Services Department. Depending on the nature of the site and proposal, other City staff or outside agencies may also be called on to attend.

Meetings will be scheduled to take place within approximately 15 business days of the submission of a complete Consultation Request Form and are held via Microsoft Teams. A consultation meeting will not be scheduled until the required information has been provided.

In addition to those professionals who will be involved with the designing/managing of the development proposal, in all cases, the Owner of the property should also be in attendance at the meeting.

While efforts will be made to schedule a meeting on the applicants preferred date, meetings will be booked on a first come first serve basis. The City reserves the right to limit the number of meetings on any date.

The applicant should be prepared to discuss the proposal in detail and answer general questions about the contents covered within the Consultation Request Form.

Submission Requirements for a Consultation Meeting

A consultation meeting will be scheduled upon receipt of the following information:

- A completed Consultation Request Form with signatures
- A full size (24x36) digital copy of a concept plan, drawn to scale, which illustrates the proposal and includes the following (where applicable):
 - Existing uses and uses adjacent to the lands
 - Setbacks and gross floor area of the existing and proposed buildings and structures
 - Dimensions and area of the lands
 - Existing and proposed pedestrian and vehicular access and parking areas
 - Adjacent streets with labels
 - Existing trees/vegetation, watercourses, slopes and natural features

Notes

All measurements are to be in metric, the plan(s) both paper and digital must be to scale; plan(s) must have a north arrow, title block with date, revision block, and a key map showing the general location of the lands.

The submission requirements are minimum requirements. The submission of other plans and/or documents that inform the application are beneficial and will assist staff in their review. These documents may include surveys, building elevations and floor plans, site services and utilities and restrictive covenants or easements, as examples.

For more information regarding the consultation process please contact the Planning & Building Services Department:

City of St. Thomas Planning & Building Services Department
9 Mondamin Street, St. Thomas, ON, N5P 2T9
Phone: 519-633-2560 Email: planning@stthomas.ca

Corporation of the City of St. Thomas
CONSULTATION REQUEST FORM

Office Use: Request Accepted By: _____ Date: _____ Reference # _____

Type of Application

This is a consultation request for (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Zoning By-law Amendment |
| <input type="checkbox"/> Draft Plan of Subdivision | <input type="checkbox"/> Draft Plan of Condominium |
| <input type="checkbox"/> Site Plan Approval | <input type="checkbox"/> Minor Variance |
| <input type="checkbox"/> Consent | <input type="checkbox"/> Heritage Alteration Permit |

Registered Owner

Name: _____ Email: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Applicant/Agent (if applicable)

Name: _____ Email: _____

Company: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Subject Property

Municipal Address: _____

Legal Description (if known): _____

Description of Proposal (please provide a separate sheet of paper if required)

Current Property Owner

***If an applicant/agent is advancing this Consultation Request, see Appendix B - Authorization of Owner.**

Owners Name (Print)

Signature of Owner

Date

Appendix B – Authorization of Owner

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize
_____, to act on our behalf as the agent for the submissions required for all
matters relating to the subject lands, and to provide any of my personal information that will be included in this
application or collected during the planning process.

Date

Signature of Owner

