

Pre-Consultation Process

In accordance with By-Law No. 2007-43, mandatory Pre-Consultation Meetings must occur prior to the submission of an application for the following planning applications:

- Official Plan Amendment
- Zoning By-Law Amendment
- Site Plan Control / Modification
- Draft Plan of Subdivision / Condominium
- Final Plan of Subdivision / Condominium

There is **no** fee charged for the Pre-Consultation meeting. Pre-consultation is a confidential process.

The Pre-Consultation process allows the applicant to present the development proposal to the City and gives staff the opportunity to:

- Clarify the application process
- Provide preliminary comments and identify key issues. Various City departments and external agencies may attend, including Building Services, Engineering, Traffic, Utilities Kingston, Fire & Rescue, Recreation & Leisure Services, and the Cataraqui Region Conservation Authority.
- Identify and confirm the necessary plans, supporting studies and any other information that will be required in order to be considered a **complete application**.

Each proposal will be allocated a 30 minute time slot, which will be confirmed the week prior to the meeting.

Any technical comments made at the Pre-Consultation Meeting are preliminary and subject to further review and circulation of a complete application. It will not imply or suggest any decision to either support or refuse the application. Further, participating in Pre-Consultation does not allow the undertaking of any construction or preparatory work on site, including clearing of trees or vegetation, or any site alteration.

Meeting dates and submission deadlines for 2012

Submission Deadline	Pre-Consultation Meeting Date	Submission Deadline	Pre-Consultation Meeting Date	Submission Deadline	Pre-Consultation Meeting Date
January 6	January 17	May 11	May 22	September 14	September 25
January 20	January 31	May 25	June 5	September 28	October 9
February 3	February 14	June 8	June 19	October 12	October 23
February 17	February 28	June 22	July 3	October 26	November 6
March 2	March 13	July 6	July 17	November 9	November 20
March 16	March 27	July 20	July 31	November 23	December 4
March 30	April 10	August 3	August 14	December 7	December 18
April 13	April 24	August 17	August 28		
April 27	May 8	August 31	September 11		

Pre-Consultation meetings will not be scheduled until the required information has been provided. While efforts will be made to schedule meetings on your preferred date, meetings will be booked on a first-come, first-serve basis.

Submissions should be addressed to Marnie Venditti, Manager of Development Approvals, Planning & Development Department.

For more information, please contact the Planning & Development Department at (613) 546-4291 ex 3180, or visit the office at 1211 John Counter Boulevard, Kingston, Ontario, K7K 6C7



Requested Meeting Date: (see schedule of meeting dates) _____

Registered Owner Information

Name: _____ Contact Name: _____

Telephone: _____ Email: _____

Agent Information

Firm name: _____ Contact Name: _____

Telephone: _____ Email: _____

Subject Property Information

Civic Address: _____

Legal Description: _____

Lot Area (sq m): _____ Lot Frontage (metres): _____

Existing Land Use: Residential Commercial Industrial Rural / Agricultural
(check 1 or more) Institutional Vacant Other (please specify) _____

Application Type (check 1 or more)

- Official Plan Amendment
- Zoning By-Law Amendment
- Site Plan Control / Modification
- Draft / Final Plan of Subdivision
- Draft / Final Plan of Condominium
- *For Committee of Adjustment applications, please contact Tim Fisher Ex 3215

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

Yes No If yes, who have you consulted?: _____

Please provide a detailed description of the proposal (including but not limited to: proposed land use, number of proposed/existing units, floor areas (sq m), requested amendments etc.). Please attach extra information if required.

Submission Requirements

Along with this completed form, all submissions should include:

- Seven full size (24" x 36") and one reduced size (11" x 17") paper copies of concept plans. Other supporting drawings such as elevations and floor plans are beneficial. Plans MUST be folded, and show:
 - All measurements in metric
 - Location of existing and proposed buildings, structures and features, including:
 - Pedestrian and vehicular access, parking & circulation
 - Property dimensions & setbacks
 - Landscaped areas and natural features
- Digital (PDF) version of all