

BACKGROUND INFORMATION

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

MINOR REQUESTS:

- Consent
- Minor Variance
- Site Plan Amendment

MAJOR REQUESTS:

- Site Plan Approval
- Official Plan Amendments (OPA)
- Zoning By-law Amendments (ZBA)
- Draft Plan of Subdivision
- 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 Municipal Staff relating to the information that is required to be submitted with the application as part of a COMPLETE application.

Applications that are missing requirements or are deemed insufficient will be deemed INCOMPLETE.

The Director of the Building and Planning department or her/his 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 is waived, the Director of the Building and Planning department or her/his delegate will issue a Record of Formal Consultation which will outline the studies, reports, maps or plans required for a complete application.

PLEASE NOTE

- 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.

SUBMISSION REQUIREMENTS

This process pertains to an application for a Formal Consultation Meeting Request. Prior to the Municipality processing the application, it is required that a copy (1) of the attached application form be **COMPLETED** including the required studies, related application(s), and the processing fees of:

Minor Request application fee: \$400.00

Major Request application fee: \$1,200.00

FOR SUBMISSION:

Submit (1) digital copy **OR** (1) hardcopy of the completed application form, related application(s), supporting documents, and fee(s) by mail, email, or in person to:

Municipality of Strathroy-Caradoc – Building and Planning Department
52 Frank Street
Strathroy ON, N7G 2R4
Tel: (519) 245-1105
Fax: (519) 245-6353
Email: planning@strathroy-caradoc.ca

For further information, visit our website at www.strathroy-caradoc.ca

Questions pertaining to the application(s) prior to submission, contact:

Tim Williams, Senior Planner

Email: twilliams@middlesex.ca

Tel: (519) 930-1007

Erin Besch, Planner

Email: ebesch@middlesex.ca

Tel: (519) 434-7321 ext. 2352

Jake DeRidder, Senior Development Coordinator

Email: jderidder@strathroy-caradoc.ca

Tel: (519) 245-1105 ext. 235



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 and 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 emailed) 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, and 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 emailed) containing the **COMPLETED** Formal Consultation Meeting Request Form, copy of a key map, and copies of any other studies or plans submitted.

Formal Consultation Meeting Request Form Requirements

DRAFT PLAN OF SUBDIVISION, VACANT LAND, CONDOMINIUM OR COMMON ELEMENTS CONDOMINIUM APPLICATIONS

- 1 copy of the **COMPLETED** Formal Consultation Meeting Request Form;
- 1 copy 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 emailed) containing the **COMPLETED** Formal Consultation Meeting Request Form, copy of a key map, 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 one (1) **COMPLETED** copy of the form is required.
- A Formal Consultation Meeting will **NOT** be scheduled until sufficient information is received.
- If 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 Municipality reserves the right to require additional material.



FOR OFFICE USE ONLY	
File Number:	
Date Received:	
Pre-Consultation Date:	
Date Accepted:	
Related File Number(s):	
Signature of Planner:	

Formal Consultation Meeting Request APPLICATION FORM

MINOR REQUEST OR MAJOR REQUEST

1. Applicant Information					
Registered owner(s) of the subject land					
Name:					
Principal of company (if owner is a company):					
Address:					
Town:		Postal Code:			
Phone:		Cell:			
Fax:		Email:			
Agent (authorized by the owner to file the application) (if applicable)					
Name:					
Address:					
Town:		Postal Code:			
Phone:		Cell:			
Fax:		Email:			
Location of Subject Land					
Geographic Township:		Concession(s):		Lot(s):	
Address:		Lot(s):			
Municipal Roll Number:		Part(s):			

Dimensions of Subject Land (in metric units)							
Frontage:		Depth:		Area:			
Existing use of the property (please describe existing use of the property):							
2. Description of Proposed Development							
Type of Application							
1. This is a Formal Consultation Meeting Request for (check ALL that APPLY):							
<input type="checkbox"/>	Consent		<input type="checkbox"/>	Minor Variance			
<input type="checkbox"/>	Site Plan Amendment		<input type="checkbox"/>	Site Plan Approval			
<input type="checkbox"/>	Official Plan Amendment		<input type="checkbox"/>	Zoning By-law Amendment			
<input type="checkbox"/>	Draft Plan Subdivision						
<input type="checkbox"/>	Draft Plan of Condominium (please specify):		<input type="checkbox"/>	Vacant Lot	<input type="checkbox"/>	Common Element	
2. Have you had any previous discussions with Planning Staff with respect to this development?							
<input type="checkbox"/>	YES *		<input type="checkbox"/>	NO			
If YES, who have you consulted with?							
Date of previous Discussion:							
Description of Proposal							
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Institutional
Number and type of units/lots:							
Number of Parking Spaces:							
Number of Storeys:							
Gross floor area (m ²):				Building Area (m ²):			
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.:

PLEASE USE AND ATTACH SEPARATE SHEET

