

**Planning Services Division**

Development Services Office  
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OFFICE USE ONLY

Fee paid: Yes  
Receipt no.:  
Application no.:

*Received stamp does not imply  
acknowledgment of complete application*

**APPLICATION TYPE**

Pre-Consultation for: Site Plan Approval, Zoning By-law and/or Official Plan Amendment, Consent to Sever, or Plan of Subdivision/Condominium

*The pre-consultation fee will be credited towards the fee for a development application listed above, provided the application is received within one (1) year of the date of submission of this application.*

**PROPERTY INFORMATION**

Street address:

Roll number:

Legal description:

(e.g. Registered Plan, Lot,  
Part, Concession, etc.)

When did the owner acquire the property?

Does the owner own abutting land? Yes No  
If yes, please describe the lands:

Official Plan designation:

Zoning:

What is the property used for today?

How long has this use continued?

Do any easements, rights of way, or restrictive covenants affect the property? Yes No  
If yes, please describe the easements, rights of way, or restrictive covenants:

Describe any buildings or structures that exist on the property today.

Describe the lot dimensions in METRIC units.

Lot frontage (m):

Lot depth (m):

Lot area (m<sup>2</sup>):

Describe the land uses surrounding the property.

North:

East:

South:

West:

How is the property currently accessed?

Provincial Highway

Municipal road, maintained all year

Municipal road, seasonally maintained

Other public road

Right-of-way

Water access

Is the property serviced?

Yes

No

If yes, how is the property serviced?

Water:

City water

Private well

Communal well

Water body

Sewage:

City sanitary sewer

Private septic system

Communal septic system

Other

Storm drainage:

City storm sewer

Ditches

Swales

Other

## PROPOSAL DESCRIPTION

What type of application is pre-consultation is being requested for? Check all that apply.

Official Plan Amendment

Zoning By-law Amendment

Plan of Subdivision

Plan of Condominium

Consent to Sever

Site Plan Approval

What is the proposed use for the property?

Are new lots being proposed?

Yes

No

If yes, how many?

What is the area of the proposed lot(s)?

Does the project require an exemption to the Official Plan?

Yes

No

If yes, what policy or policies it does it conflict with?

Does the project require a change to the Zoning By-law? Yes No  
 If yes, please identify the zone change or permitted use being requested.

Does the proposal include the construction of a new building(s) or major addition? Yes No  
 If yes, please describe the new building(s) or major addition.

Does the project include residential units? Yes No  
 If yes, how many?

Does the project include non-residential units? Yes No  
 If yes, how many?

How many parking spaces are proposed?

How many barrier-free parking spaces are proposed?

How many loading spaces are proposed?

How many stacking spaces (for a drive-through queue) are proposed?

Describe any other details about the proposal you would like to add:

## REQUIRED ATTACHMENTS

Preliminary sketch of proposed development displaying the subject property, existing and proposed lot lines, buildings, access, servicing, natural features, etc.

Application fee

## APPLICANT INFORMATION & ACKNOWLEDGMENT

### CONTACT INFORMATION

Name:

Mailing address:

Email address:

Preferred phone number:

Alternate phone number:

Are you the registered owner of the subject property? Yes      No  
If no, what is your relationship to the development proposal? (e.g. consultant, prospective purchaser, tenant, etc.)

*Please note, although not required for pre-consultation, authorization from the registered property owner will be required for future Planning Act applications (i.e. Site Plan Approval, Zoning By-law and/or Official Plan Amendment, Minor Variance, Consent to Sever, or Plan of Subdivision/Condominium).*

### ACKNOWLEDGMENT

I/We request that the information submitted on this form be kept confidential. It is understood, however, that an access request may be filed under the Municipal Freedom of Information Act, R.S.O. 1990, cM.56, as amended, and information may be subject to release, notwithstanding the request to keep information confidential.

I/We certify that, to the best of my/our knowledge, the information contained in this form is accurate and complete.

*Applicant (print)*

*Signature*

*Date*