# Instructions

For a streamlined application process, we recommend applying online. To apply online, please [**visit permits-applications.thunderbay.ca**](https://permits-applications.thunderbay.ca/citizenportal/app/login)**.** Please note, this application form is not required to apply online.

For assistance call, **807-625-2216** or email **planning@thunderbay.ca**.

To apply in-person, please submit the following to Planning Services:

1. Completed copy of this form.
2. Preliminary site sketch of the proposed development. Drawing must be in **metric units.**
3. Prescribed fee. (cash, cheque, debit, or credit accepted.)

**Submit your application to Planning Services:**

Development Services Office

2nd Floor, Victoriaville Civic Centre

P.O. Box 800, 111 Syndicate Avenue South

Thunder Bay, ON P7C 5K4

For more information, [**visit thunderbay.ca/planning**](https://www.thunderbay.ca/en/business/building-and-planning.aspx)

# 1.0 Property identification

\*Please complete **at least** one of the following fields to identify the subject lands:

|  |  |
| --- | --- |
| Street Address: | Click or tap here to enter street address. |
| Legal description: | Click or tap here to enter legal description. |
| LRO PIN(s): | Click or tap here to enter Land Registry Office PIN(s). |
| Roll number(s): | Click or tap here to enter tax roll number(s). |

# 2.0 Applicant Information

|  |  |
| --- | --- |
| \*Applicant name: | Click or tap here to enter applicant’s name. |
| \*Applicant street address: | Click or tap here to enter applicant’s street address. |
| \*Applicant email address: | Click or tap here to enter applicant’s email address. |
| \*Applicant phone number: | Click or tap here to enter applicant’s phone number. |
| \*Are you the registered owner of the subject property? | [ ] Yes [ ] No |
| If you selected "no", what is your relationship to the development proposal? (e.g. consultant, prospective purchaser, tenant, etc.) | Click or tap here to enter text. |

# 3.0 Agent information (if applicable)

|  |  |
| --- | --- |
| Agent name: |  |
| Agent street address: | Click or tap here to enter agent’s street address. |
| Agent email address: | Click or tap here to enter agent’s name. |
| Agent phone number: | Click or tap here to enter agent’s phone number. |

# 4.0 Property information

|  |  |
| --- | --- |
| When did the current owner acquire the property? | Click or tap here to enter text. |
| Does the owner also own any adjacent properties? | [ ] Yes [ ] No |
| If you selected "yes", please describe the adjacent properties also owned by the subject property owner | Click or tap here to enter text. |
| \*What is the property used for today? | Click or tap here to enter text. |
| How long has this use continued? | Click or tap here to enter text. |
| Do any easements, rights of way, or restrictive covenants affect the property? | [ ] Yes [ ] No |
| If you selected "yes", please describe the easements, rights of way, or restrictive covenants affect the property. | Click or tap here to enter text. |
| Description of existing buildings or structures. | Click or tap here to enter text. |
| Will any existing buildings or structures be removed as part of this proposal? | [ ] Yes [ ] No |
| If you selected "yes", please describe which buildings and/or structures will be removed. | Click or tap here to enter text. |
| Current lot frontage in metres (m) | Click or tap here to enter text. |
| Current lot depth in metres (m) | Click or tap here to enter text. |
| Current lot area in square metres (m2) | Click or tap here to enter text. |
| Is the site located near an active farm operation? | [ ] Yes [ ] No |
| Land uses surrounding the property - North | Click or tap here to enter text. |
| Land uses surrounding the property - East | Click or tap here to enter text. |
| Land uses surrounding the property - South | Click or tap here to enter text. |
| Land uses surrounding the property - West | Click or tap here to enter text. |
| How is the property currently accessed? | Choose an item. |
| Property service type - Water | Choose an item. |
| Property service type - Sewage | Choose an item. |
| If you selected "other", please describe the type of sewage service. | Click or tap here to enter text. |
| Property service type - Stormwater drainage | Choose an item. |
| If you selected "other", please describe the type of stormwater drainage service. | Click or tap here to enter text. |

# 5.0 Proposal description

|  |  |
| --- | --- |
| What type of application is pre-consultation is being requested for? | Choose an item. |
| \*What is the proposed use for the property? | Click or tap here to enter text. |
| Does the proposal include the modification of an existing lot boundary (i.e. lot line adjustment or lot addition)? | [ ] Yes [ ] No |
| If you selected "yes", please describe the proposed lot line adjustment or lot addition. | Click or tap here to enter text. |
| Is any type of condominium proposed for the development?  | [ ] Yes [ ] No |
| Number of new lots being proposed. | Click or tap here to enter text. |
| What is the frontage of the proposed lot(s) in metric units? | Click or tap here to enter text. |
| What is the area of the proposed lot(s) in metric units? | Click or tap here to enter text. |
| Does the project require an exemption to the Official Plan (OP)? | [ ] Yes [ ] No |
| If you selected "yes", what OP policy or policies does the proposal conflict with? | Click or tap here to enter text. |
| Does the proposal require an increase to maximum height in the Zoning By-law?  | [ ] Yes [ ] No |
| If you selected "yes", please provide the maximum height being requested. | Click or tap here to enter text. |
| Does the proposal require any other changes to the Zoning By-law? | [ ] Yes [ ] No |
| If you selected "yes", please identify the zone change, regulation change, or permitted use being requested. | Click or tap here to enter text. |
| Does the proposal include the construction of a new building(s) or major addition(s)? | [ ] Yes [ ] No |
| If you selected "yes", please describe any new building(s) or major addition(s) that are being proposed. | Click or tap here to enter text. |
| Number of residential units proposed. | Click or tap here to enter text. |
| Number of commercial units proposed.  | Click or tap here to enter text. |
| Number of parking spaces proposed. | Click or tap here to enter text. |
| Number of accessible parking spaces proposed. | Click or tap here to enter text. |
| Will the development include any new driveways or changes to the width and/or location of an existing driveway? | [ ] Yes [ ] No |
| If you selected "yes", please describe any new driveways or changes to existing driveways. | Click or tap here to enter text. |
| Will any parking spaces or parking lots be accessed directly from a city-owned laneway? | [ ] Yes [ ] No |
| Number of loading spaces proposed. | Click or tap here to enter text. |
| Number of stacking spaces (for a drive-through queue) proposed. | Click or tap here to enter text. |
| Other details about the proposal. | Click or tap here to enter text. |

# 6.0 Acknowledgement

1. The purpose of pre-consultation is to identify the information required to prepare a complete application as set out in the *Planning Act*. Pre-consultation does not imply or suggest any decision whatsoever on the part of City staff or the Corporation to either support or refuse the application. Comments provided during the pre-consultation process are preliminary and based on information submitted for review at that time.
2. The drawings, reports, and other requirements indicated on the Pre-Consultation Record issued at the end of the pre-consultation process must be submitted with a completed application form and required application fee(s). An application submitted without the required information identified on the Pre-Consultation Record, will not be considered a complete application.
3. Additional studies other than those listed on the Pre-Consultation Record may be required during the processing of a related planning application as new information is brought forward and/or issues are identified.
4. Information and all supporting materials, including studies and drawings, submitted as part of any *Planning Act* application are public information and form part of the public record. By submitting an application, the applicant consents to the City photocopying, posting, and/or releasing the application and any supporting materials for either the City’s own use in processing the application or at the request of a third party. This is done without further notification to or permission from the applicant. The applicant hereby states that it has authority to bind its agents and consultants to the terms of this acknowledgement.
5. The Pre-Consultation Record expires 12 months from the date it is issued or at the discretion of the Manager of Planning Services or their designate. If the Pre-Consultation Record expires prior to a related planning application being accepted, or if significant changes to applicable legislation, regulations, policies and/or by-laws take place, the Applicant will be required to re-apply for pre-consultation.
6. By submitting this application, the applicant requests that the information provided as part of this submission be kept confidential. However, 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.
7. The applicant certifies that, to the best of my/our knowledge, the information submitted as part of this application is accurate and complete.

I/we, the applicant, have read, understood, and hereby agree to the notes listed above.

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter name. |  | Click or tap here to enter date. |
| Applicant name (print) | Applicant signature | Date |