



## PRESUBMISSION CONSULTATION MEETING REQUEST FORM

Planning Division – 200 King Street West, 6<sup>th</sup> Floor  
P.O. Box 1118, Kitchener ON N2G 4G7  
519-741-2426; [planning@kitchener.ca](mailto:planning@kitchener.ca)

A Pre-submission Consultation Meeting is required prior to the acceptance of an application for:

- Site Plan Approval
- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision or Vacant Land Condominium
- Plan of Condominium
- Committee of Adjustment (if required)

The Pre-Submission Consultation Meeting may address more than one application provided they are in relation to the same development project. The purpose of this meeting is to identify those studies/reports required to commence processing of the development application(s), as well as to obtain and provide information required to better process the application. Pre-consultation **does not imply or suggest any decision** whatsoever on behalf of City staff or the Corporation of the City of Kitchener. Further, participating in pre-submission consultation does not allow the owner, applicant, client and/or consultants to undertake any construction or preparatory work on site, including clearing of trees or vegetation and grading. The pre-submission agreement at the end of this document outlines this policy.

The Pre-Submission Consultation meeting is required unless the Director of Planning or his/her delegate waives the requirement where it has been determined that no reasonable purpose would be served by such a meeting due to the nature of the application. If the requirement for a pre-submission consultation meeting has been waived, the Director or his/her delegate will issue a Record of Pre-Consultation which may scope or waive the studies, reports, maps or plans required to constitute a complete application.

Pre-Submission Consultation Meetings are held on Tuesday and Thursday afternoons and will be scheduled on a first come, first served basis at the earliest available date. A minimum review period of 15 days is required for site plan, and 30 days for all other application types. While we strive to process applications in a timely manner, high volumes of applications or other issues beyond our control may result in delays to the meeting schedule. A published schedule of current available meeting dates can be viewed at <https://app2.kitchener.ca/siteplan/>

**PLEASE NOTE:** Pre-submission meetings will not be booked until sufficient information has been provided. Should additional information be required, staff will contact the proponent or applicant.

### SUBMISSION REQUIREMENTS FOR ALL APPLICATION TYPES:

Complete applications and scanned copy of cheque shall be **submitted by email** to [planning.applications@kitchener.ca](mailto:planning.applications@kitchener.ca) (maximum 10 MB); for larger files please upload directly to the City's ShareFile account with a corresponding email to advise that the application has been submitted. If you require access to ShareFile, please contact Garrett Stevenson ([garett.stevenson@kitchener.ca](mailto:garett.stevenson@kitchener.ca)).

- Digital copy of Pre-Submission Meeting Request form (PDF format), completed and signed
- Digital copy of a key map (PDF format) showing the extent and boundaries of the lands affected
- Digital copy of draft concept plan (PDF format), to scale in metric, showing the proposed development
- Prescribed fees as noted below (include scanned copy of cheque with the digital submission)
- Tall Building Analysis Table must be included through OPA/ZBA or SP for all proposals greater than 8-stories

Send by mail or courier, the **original, signed application form and cheque** (payable to the City of Kitchener), as soon as possible following the digital submission, to City Hall - Planning Division to the attention of Garrett Stevenson, Manager of Development.

If more than one application type is required, appropriate fees must be submitted for each as noted below.

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Additional agency plan review fees *may* be required. *If applicable*, you may include a **separate cheque** with your application which will be forwarded on your behalf. Please see below for more information:

- **Region of Waterloo** – Planning & Development, Applications, Fee By-law  
- <https://www.regionofwaterloo.ca/en/doing-business/applications.aspx>; 519-575-4400
- **Grand River Conservation Authority** – Planning & Development, Permit Fees  
- <https://www.grandriver.ca/en/Planning-Development/Permit-fees.aspx>; 519-621-2761

## **ADDITIONAL SUBMISSION REQUIREMENTS:**

**SITE PLAN** (include any other application associated with a project requiring Site Plan Approval):

- **Pre-submission Consultation Meeting Fee - \$932.00**  
(please make cheque payable to the City of Kitchener and include a scanned copy with digital submission)
- Digital copy of a covering letter for larger, more complex proposals including Tall Building calculation (if proposed)
- Draft concept plan to include:
  - North arrow
  - Property line
  - Location and dimensions of all existing and proposed buildings and structures
  - Location of off-street parking and loading areas including the dimensions of parking spaces and loading areas and setbacks of such areas from property lines. (all underground parking designs are to be shown on a separate plan)
  - Width of driveways and aisles accessing parking stalls and loading areas
  - Location of outdoor containers and/or vaults, central storage and collection areas, or other facilities for the storage of garbage and other waste or recyclable materials
  - Location of any and all existing and proposed sidewalks and pedestrian facilities, including connections to public sidewalks (identify surface type)
  - Number of parking and loading spaces proposed
  - New and/or closed driveway entrances

## **PLAN OF SUBDIVISION OR VACANT LAND CONDOMINIUM**

- **Pre-submission Consultation Meeting Fee - \$1,330.00**  
(please make cheque payable to the City of Kitchener and include a scanned copy with digital submission)
- Site walk is highly recommended and may be required as a part of a Complete Application for proposed Plans of Subdivision or Vacant Land Condominium. To make arrangements prior to the pre-submission consultation meeting, please contact Manager of Development Review [planning.applications@kitchener.ca](mailto:planning.applications@kitchener.ca).

## **OFFICIAL PLAN AMENDMENT, ZONING BY-LAW AMENDMENT OR PLAN OF CONDOMINIUM**

- **Pre-submission Consultation Meeting Fee - \$666.00 (or \$1,001.00 if combined OPA & ZBA)**  
(please make cheque payable to the City of Kitchener and include a scanned copy with digital submission)

## **COMMITTEE OF ADJUSTMENT**

- **Pre-submission Consultation Meeting Fee - \$226.00**  
(please make cheque payable to the City of Kitchener and include a scanned copy with digital submission)
- Please feel free to include copies of any other supporting documentation that you feel would aid in the review of your pre-submission consultation meeting request (must be submitted in a digital format).

Within 10 business days of the pre-submission consultation meeting, staff will provide the applicant and/or proponent with a Record of Pre-Submission Consultation. The Record will contain a list of information and material that will be required to process the subject application(s). All applications for a Plan of Subdivision, Plan of Vacant Land Condominium, Official Plan Amendment, Zone By-law Amendment and Site Plan, must be accompanied by a signed copy of the Record of Pre-Submission Consultation, along with all required information and materials in order to be deemed a 'complete application'.

**PART ONE: GENERAL INFORMATION**

**Applicant** (check one)  **Registered Property Owner**  **Other**

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:	Postal Code:	
Phone:	Ext:	Email:

**Agent** (If other than proponent)

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:	Postal Code:	
Phone:	Ext:	Email:

**Type of Application**

a) This is a Pre-Submission Meeting Request for (check all that apply):

- Official Plan Amendment
- Zoning By-law Amendment
- Site Plan
- Plan of Subdivision or Vacant Land Condominium
- Plan of Condominium
- Committee of Adjustment

**Note: Appropriate fees must be submitted for each application type as noted on Page 2.**

b) Have you had any previous discussions with Planning or other City staff with respect to this development proposal?  
 Yes  No  
 If yes, with who have you consulted? \_\_\_\_\_ When? \_\_\_\_\_

c) Has this land been the subject of any other application under the Planning Act? If yes, please list file number.

- Yes  No Minor Variance \_\_\_\_\_
- Yes  No Consent \_\_\_\_\_
- Yes  No Official Plan Amendment \_\_\_\_\_
- Yes  No Zoning By-law Amendment \_\_\_\_\_
- Yes  No Plan of Subdivision \_\_\_\_\_
- Yes  No Plan of Condominium \_\_\_\_\_
- Yes  No Site Plan \_\_\_\_\_

Other: \_\_\_\_\_

**PART TWO: PROPERTY INFORMATION** (to be completed by the applicant)

**Description of Property**

Municipal address: \_\_\_\_\_

Legal description: \_\_\_\_\_

Lot area (square metres): \_\_\_\_\_

Official Plan Designation: \_\_\_\_\_

Secondary Plan Designation: \_\_\_\_\_

Zoning: \_\_\_\_\_

Existing Use of the Subject Property: \_\_\_\_\_

**Proposal Details** (Additional documentation or separate letter is welcome. The more information provided, the better feedback staff can give)

a) **Vision** (Please articulate your vision for this proposed development)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) **Overview of Development Proposal** (please provide a detailed description of the proposal including but not limited to: number of proposed/existing dwelling units, amount of non-residential gross floor area, number of employees, size and use of any proposed and/or existing buildings, proposed Official Plan designation, proposed zoning category, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) **When do you anticipate construction to begin: (check boxes)**

Within one year     Within two years     Beyond two years     Undetermined

d) **Identification of Anticipated Issues** (please indicate if there are known issues such as anticipated minor variances, engineering challenges, environmental constraints, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART THREE: APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

If applicant is the Registered Owner of the subject property–

By submitting this application, I agree to allow the City of Kitchener, its employees and agents to enter the subject property for the purpose of conducting surveys and tests that may be necessary to process this request.

If applicant is not the registered owner of the subject property–

As this application is not being made by the registered property owner, City staff do not have the authority to enter the site and may not be able to complete a full evaluation of the subject lands.

Further, I agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or regrade the site during the processing of this request.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## REGIONAL MUNICIPALITY OF WATERLOO - ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

On behalf of the Regional Municipality of Waterloo, this form must be completed for all development applications submitted to the City of Kitchener.

1.	What are the current uses of the property? _____			
2.	Was the subject property ever used for industrial purposes? If yes, please describe approximate dates and types of industry: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
3.	Was the subject property ever used for commercial purposes where there is potential for site construction (i.e. automotive repair, gas station, dry cleaning operation, chemical warehousing, etc.)? If yes, please describe approximate dates and types of commercial activity: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
4.	Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If yes, when? _____ Please provide description of waste materials: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
5.	Have hazardous materials ever been stored or generated on the property (e.g. has HWIN registration or other permits been required)? If yes, please summarize details: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
6.	Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property? If yes, please describe the nature of the suspected contamination: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
7.	Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
8.	Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize details: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
9.	Does this property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
10.	Does the property use or has it ever used a septic system? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
11.	Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>