

	PRE-SUBMISSION CONSULTATION MEETING REQUEST FORM Development & Housing Approvals 200 King Street West, 6th Floor P.O. Box 1118, Kitchener ON N2G 4G7 519-741-2426; planning@kitchener.ca
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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 (if requested)
- Committee of Adjustment (if requested)

The Pre-Submission Consultation Meeting may address more than one application if multiple applications are required for planning approval in support of the same development project. However, any applications for a plan of subdivision, official plan amendment and/or zoning by-law amendment that are required for a site plan application must have received a Council decision prior to the submission of the related site plan application.

The purpose of the Pre-Submission Consultation 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 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 onsite, including clearing of trees /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.

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 must be submitted by email to planning.applications@kitchener.ca (maximum 10 MB); for larger files please upload directly to the City's ShareFile account (contact us if you require access) with a corresponding email to advise that the application has been uploaded.

- 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-storeys

Immediately following the digital submission, send a cover letter (be sure to include the address of the subject property) with the cheque (payable to the City of Kitchener) to City Hall, Planning Division, Attention: Manager of Development Review.

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 apply. See below for more information and forward fees directly to applicable agency as required:

- **Region of Waterloo** – Planning and Development Services, Applications
- <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 - \$1051.00**
- Digital copy of 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

OFFICIAL PLAN AMENDMENT OR ZONING BY-LAW AMENDMENT

- **Pre-submission Consultation Meeting Fee - \$757.00 (or \$1,083.00 if combined OPA & ZBA)**

PLAN OF SUBDIVISION OR VACANT LAND CONDOMINIUM

- **Pre-submission Consultation Meeting Fee - \$1,518.00**
- 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 email Manager of Development Review at planning.applications@kitchener.ca.

PLAN OF CONDOMINIUM

- **Pre-submission Consultation Meeting Fee - \$750.00**

COMMITTEE OF ADJUSTMENT

- **Pre-submission Consultation Meeting Fee - \$379.00**
- 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'.

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	PRESUBMISSION CONSULTATION MEETING REQUEST FORM Development & Housing Approvals – 200 King Street West, 6th Floor P.O. Box 1118, Kitchener ON N2G 4G7 519-741-2426; planning.applications@kitchener.ca
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PART ONE: GENERAL INFORMATION

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

Name: _____	Phone: _____
Company (if applicable): _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

Agent (if other than applicant):

Name: _____	Phone: _____
Company (if applicable): _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

Type of Application:

a) This is a Pre-submission Consultation Meeting Request for (check all that apply): ☐ Site Plan (more than 10 units) ☐ Zoning By-law Amendment ☐ Official Plan Amendment ☐ Committee of Adjustment ☐ Plan of Subdivision / Vacant Land Condominium ☐ Plan of Condominium 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, who did you consult with? _____ When? _____

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Other Applications:

c) Has this land been the subject of any other application under the Planning Act?

Minor Variance:	☐ Yes	☐ No	File Number _____
Consent:	☐ Yes	☐ No	File Number _____
Official Plan Amendment:	☐ Yes	☐ No	File Number _____
Zoning By-law Amendment:	☐ Yes	☐ No	File Number _____
Plan of Subdivision:	☐ Yes	☐ No	File Number _____
Plan of Condominium:	☐ Yes	☐ No	File Number _____
Site Plan:	☐ Yes	☐ No	File Number _____
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 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):

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Proposal Details (Continued)

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

- d) **If the proposal includes residential dwelling units, what is the proposed tenure/housing type?**
(please check all that apply)

- | | |
|--|--|
| ☐ Market Rental Housing | ☐ Market Home Ownership |
| ☐ Affordable Rental Housing | ☐ Affordable Home Ownership |
| ☐ Non-Profit Housing | |

Note: Proposals that include affordable housing rental housing units managed and operated by a not-for-profit corporation may be eligible for development application fee and building permit fee exemptions. Please email planning@kitchener.ca for additional information.

- e) **When do you anticipate construction to begin?** (check boxes)

- | | | | |
|--|---|---|---------------------------------------|
| ☐ Within one year | ☐ Within two years | ☐ Beyond two years | ☐ Undetermined |
|--|---|---|---------------------------------------|

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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 re-grade 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?	Yes ☐	No ☐ Uncertain ☐
	If yes, please describe approximate dates and types of industry: _____		
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.)?		
	Yes ☐	No ☐	Uncertain ☐
	If yes, please describe approximate dates and types of commercial activity: _____		
4.	Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?		
	Yes ☐	No ☐	Uncertain ☐
	If yes, when? _____ Please provide description of waste materials: _____		
5.	Have hazardous materials ever been stored or generated on the property (e.g. has HWIN registration or other permits been required)?		
	Yes ☐	No ☐	Uncertain ☐
	If yes, please summarize details: _____		
6.	Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property?		
	Yes ☐	No ☐	Uncertain ☐
	If yes, please describe the nature of the suspected contamination: _____		
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 ☐	No ☐	Uncertain ☐
8.	Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property?		
	Yes ☐	No ☐	Uncertain ☐
	If yes, please summarize details: _____		
9.	Does this property have or ever had a water supply well, monitoring well, geothermal well?		
	Yes ☐	No ☐	Uncertain ☐
	If yes, please provide details: _____		
10.	Does the property use or has it ever used a septic system?		
	Yes ☐	No ☐	Uncertain ☐
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 ☐	No ☐	Uncertain ☐
12.	Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles?)		
	Yes ☐	No ☐	Uncertain ☐

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