



CURRENT PLANNING SERVICES

PRE-CONSULTATION MEETINGS – PROCEDURE

INTRODUCTION

Prior to making an application for an Official Plan Amendment, Zoning By-law Amendment, Approval of a Draft Plan of Subdivision and Site Plan Approval, a **pre-consultation meeting** with Staff is required (in most cases – see below).

PURPOSE AND INTENT

The purpose of a pre-consultation meeting is to provide the Applicant with an opportunity to present and review the proposed Application with Staff, to discuss potential issues, and determine the required elements and materials to be submitted with the Application for it to be considered “**complete**” by City Staff.

Meetings to discuss development proposals arranged by Departments other than Current Planning Services may occur from time to time. These Meetings are not regarded as being Pre-consultation Meetings and will not fulfill the requirement for a Pre-Consultation. All Pre-consultation Meetings are to be arranged through the Current Planning Services Department.

TIMING AND FREQUENCY OF PRE-CONSULTATION MEETINGS

It is anticipated that in the future a Review Committee, comprised of Staff representation from the Departments involved with and affected by development proposals, will be established and a pre-determined schedule of meetings established.

In the interim the Current Development Planner responsible for the file will arrange, on an ad-hoc basis, Pre-consultation Meetings. Meetings shall be arranged in most circumstances within 10 days of receipt of the necessary information.

Representation from the following Departments will be involved in such Pre-consultation Meetings: Planning; Engineering; Parks and Recreation; Building; and Transportation. Representation from Legal; Housing; Economic Development and Real Estate Departments may be required from time-to-time and will be invited to Pre-consultation Meetings on an “as needed” basis.

CONDUCTION OF THE PRE-CONSULTATION MEETING

The Pre-consultation Meeting will be arranged and chaired by a representative of the Current Planning Services Department.

The Applicant shall provide the City with, at minimum, general information sufficient to indicate the intention of the development proposal. This information shall indicate the location of the subject lands and a plan/description of the intended development. The Applicant should also be prepared to answer general questions related to servicing, parking, landscaping and other conformity issues. The information submitted will be circulated to the applicable Departments in advance of the Pre-consultation Meeting for review.

The Applicant will be provided an opportunity to present the proposal, following which Staff will ask questions and provide preliminary comments related to the proposal.

Either during, or following the meeting a “**Pre-consultation Form**” will be prepared by Current Planning Services Staff and provided to the Applicant outlining general information about the development proposal, and the information required to be submitted in conjunction with the Application in order for it to be deemed “complete”. (The information required to be submitted with the Application will be in conformity with the City of Brantford’s “**Complete Application**” policies, as amended from time to time.)

It is intended that the Pre-consultation meeting will determine the necessary information requirements in order to immediately begin processing the Application following its submission to the City.

PRE-CONSULTATION FORMS

Pre-consultation forms will include general information concerning the development proposal, including name of landowner and Applicant, nature and intention of the proposal, location, and other such matters related to the proposed development. The form will also indicate the information required to be submitted to the City in order to allow an efficient and comprehensive review of the development proposal.

Current Development Staff will provide the pre-consultation form with the required information noted, to the Applicant, at the conclusion of, or within approximately 1 week following, the pre-consultation meeting.

ADDITIONAL INFORMATION

It should be recognized by the Applicant that further information may be required, in addition to that determined through the pre-consultation process, as a result of the formal processing and review of the development proposal by other City Departments as well as external agencies. Planning Department Staff, as soon as possible following the request being made, will advise the Applicant of any additional information requirements.

Processing of the Application will continue to the extent possible prior to the additional information being submitted. Should further processing not be possible, the Applicant will be so advised.

PRE-CONSULTATION MEETING NOT HELD

In the event that a Pre-consultation Meeting does not precede the filing of the Application, such meeting will be arranged as soon as possible thereafter. Formal receipt of the Application will not occur, nor processing of it be formally initiated, until the requirements for a Pre-consultation Meeting, **and** submission of a complete Application, have been fulfilled, unless waived by the Director of Current Planning Services. The required processing timelines as set out in *The Planning Act* will not be deemed to start until these have been fulfilled. At such time as these both have been fulfilled, the timeframe requirements of *The Planning Act* will begin the first full business day following their fulfillment.

WAIVING OF PRE-CONSULTATION MEETING

While a Pre-consultation Meeting is deemed to be necessary and required in most cases, it is acknowledged that there may be times when it is not necessary. Examples of these might be in circumstances where a technical amendment is proposed to a definition, or a single provision within the Zoning By-law is proposed. In this event the waiving of the Pre-consultation Meeting can occur at the discretion of the Director of Current Planning Services. Sufficient information will still be required to be supplied by the Applicant in order for the determination by the Director can be made.

PROPOSAL REVISION

Should the proposal be revised to a minor extent as a result of the Pre-Consultation Meeting, a second Meeting will not be required. The formal Application may be made on the basis of the requirements set out during the Pre-consultation process.

If, however, the proposal is substantially revised (i.e. high density residential to low density) whether as a result of the Pre-consultation Meeting or otherwise, a second Pre-consultation Meeting shall be necessary.

Final determination of the necessity of a second Pre-consultation Meeting shall be made by the Director of Current Planning Services.

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