

— TOWN OF —  
**GRIMSBY**

**PRE-CONSULTATION MEETING  
REQUEST FORM**

Revised: July 2024

A pre-consultation meeting is recommended prior to the acceptance of an application for official plan amendment, zoning by-law amendment, draft plan of subdivision or condominium, site plan control, consent, and minor variance applications. Pre-consultation meetings are hosted by the Planning department and may include representatives from various Town departments or external agencies as required.

The pre-consultation meeting allows the applicant and/or their representatives to present and discuss the development proposal with relevant staff. It also provides staff the opportunity to provide preliminary comments on the proposal, including any key issues for consideration, application process, approvals that will be required, and supporting information/materials that must be submitted with the application to be considered a complete application.

### **The Application Process**

**1. Recommended Pre-application Meeting**

A pre-application meeting is an informal discussion about the initial concepts for the proposed project. This includes a discussion regarding other potential uses of the site and what might be required for the application(s), such as costs or studies. There can be multiple pre-application meetings for a site. There is no fee.

**2. Submission of Pre-Consultation Meeting Request Form**

Complete and return this pre-consultation request form and the supporting submission material to planning staff via [planning@grimsby.ca](mailto:planning@grimsby.ca).

**3. Pre-consultation Meeting**

Staff will review the application for pre-consultation meeting and materials for completeness. Upon receipt of a complete application, staff will schedule a pre-consultation meeting between the applicant and agent and the relevant Town and agency staff. Pre-consultation meetings are typically held on the first and third Thursday afternoons of every month, on a first come, first served basis and are held virtually through Microsoft Teams. Staff will ensure that the appropriate agencies and staff are invited to the pre-consultation meeting. Your submission will allow staff and agencies the opportunity to prepare for and gather any information necessary to properly consider the proposal in the context of local, regional, provincial and agency policies, and guidelines to make appropriate recommendations regarding changes or required studies to be submitted with the development application.

**4. Record of Pre-consultation**

Within 10 business days after the pre-consultation meeting, staff will provide the applicant/agent with a signed record of pre-consultation. The record of pre-consultation will contain a list of information and material that will be required to process the subject application(s). The record of pre-consultation should be submitted with the application along with all of the required information and materials.

**5. Additional Questions or Early Review of Materials**

Applicants are encouraged to reach out to the relevant staff regarding any questions they may have about study requirements, or to have a particular study reviewed prior to submitting a development application. Should a proposal change significantly from that presented as part of the pre-consultation, the applicant should contact the Town and another pre-consultation discussion may be required.

## Pre-consultation Checklist

### 1. Suggested Pre-Application Meeting

A pre-application meeting is an informal discussion about the initial concepts for the applicant's proposed project. This includes a discussion regarding other potential uses of the site and what might be required for the application(s), such as costs or studies. There can be multiple pre-application meetings for a site. There is no fee.

### 2. Completed Application Form

One (1) copy of the Town of Grimsby Pre-Consultation Meeting Request Form, signed by the owner and agent (if any).

### 3. Conceptual Plan

One (1) digital copy of the conceptual project plan inclusive of the following:

- Location of property and immediate surroundings (including property dimensions)
- Use of the property and adjoining lands
- Location of existing and proposed structures and features such as pedestrian and vehicular access, parking, septic system and water supply (if applicable), road allowances, rights of way, streets and highways, watercourses, drainage ditches, and natural features (trees and vegetation)
- Existing and proposed lot fabric (as appropriate);
- Proposed setbacks from lot lines and significant natural features
- Other relevant information, as appropriate, to assist staff in understanding the proposal

### 4. Application Fees

#### Planning & Development

A cheque made out to the Town of Grimsby in accordance with the fee schedule. (Refer to the Rates & Fees section of Town of Grimsby website: <https://www.grimsby.ca/en/town-hall/rates-and-fees.aspx>). The pre-consultation fee(s) are non-refundable.

### 5. Electronic copies of all required items to be sent to the Town of Grimsby's Planning Department

Please contact [planning@grimsby.ca](mailto:planning@grimsby.ca) for more information on how to provide electronic copies.

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**PRE-CONSULTATION MEETING  
 REQUEST FORM**

Revised: July 2024

**FOR STAFF USE ONLY**

Date of Submission:	Date Application Deemed Complete:
Reviewed By:	Meeting Scheduled For:

**1. Suggested Pre-Application Meeting**

Date of pre-application meeting(s)
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**2. Subject Property Information**

Street Address	
Unit No.	Assessment Roll Number
Legal Description (lot, concession, registered plan, etc.)	
Existing Use of Subject Property	
Land Area (metric)	
Niagara Region Official Plan Designation	

Grimsby Official Plan Designation

Current Zoning

Frontage of land affected (metric)	Depth of land affected (metric)	Area of land affected (metric)
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Are there any easements, restrictions, or other covenants applicable to the property? If yes, provide a description of each easement, restriction or covenant, and its effect.

Has the owner applied previously or concurrently for any other planning applications in respect to the subject property?  
Yes  No

If "yes", please describe:

**3. Registered Owner** (as shown on the deed and title of the property)

Name	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

#### 4. Authorized Agent or Solicitor (if one has been authorized)

Name		Company Name	Municipality	
Mailing Address			Unit #	Postal Code
Province	Email		Telephone	
Contact for all future correspondence (select one): <input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent				

#### 4a. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name		Company Name	Municipality	
Role to application (consultant, surveyor, lawyer, etc.)				
Mailing Address			Unit #	Postal Code
Province	Email		Telephone	

#### 4b. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name		Company Name	Municipality	
Role to application (consultant, surveyor, lawyer, etc.)				
Mailing Address			Unit #	Postal Code
Province	Email		Telephone	

#### 5. Servicing

Identify how the subject lands will be serviced:

##### Water

- Municipal water
- Private individual well
- Private communal well
- Lake or other waterbody
- Other: \_\_\_\_\_

##### Wastewater

- Municipal wastewater
- Private individual septic
- Private communal septic
- Other: \_\_\_\_\_

##### Stormwater

- Sewers
- Ditches/swales
- Other: \_\_\_\_\_

#### 6. Application Type

This is a pre-consultation meeting request for:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision
- Draft Plan of Condominium
- Site Plan Control
- Consent to Sever
- Minor Variance
- Heritage Permit

Please provide a detailed description of the proposal (use additional sheet if necessary):

## Acknowledgement of Agreement of Registered Owner

I (we), \_\_\_\_\_, REGISTERED OWNER(S) OF THE SUBJECT LANDS,  
*Name of Registered Owner(s)*

### ACKNOWLEDGE AND AGREE AS FOLLOWS:

- i. I am the registered owner of the Subject Lands.
- ii. All information requested on this form is collected and maintained under the authority of the *Planning Act*, R.S.O 1990, c. P.13 for the purpose of creating a record that is available to the general public within the meaning of section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.
- iii. I hereby grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review,
- iv. Employees and agents of the Town to which this application is made ("the Municipality"), Niagara Region, and any relevant commenting agency may enter onto the Subject Lands, without notice, to view, survey, and/or photograph the Subject Lands to obtain information required by the Municipality to process this application.
- v. All information and material requested on this form and/or obtained by entering onto the Subject Lands is required by the Municipality to process this application and will be used for that purpose.
- vi. For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. M.56, , I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application and correspondence purposes. Questions about this collection should be directed to the Town Clerk, Town of Grimsby, 160 Livingston Ave, Grimsby, Ontario L3M 0J5, telephone 905-945-9634.

\_\_\_\_\_  
*Signature of Registered Owner*

\_\_\_\_\_  
*Date*

**The section below is only to be completed by the Corporate Owner or an Agent of the Corporate Owner (if applicable).**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*I have the authority to bind the corporation.*