



Pre-Consultation Form

Instructions:

Please save an Adobe .pdf copy of the completed form.

Send the completed form and submission requirements to planningcirculations@ottawa.ca



BACKGROUND INFORMATION

Site Address or Location:

Legal Description:

If applicable, date(s) of previous pre-consultation meeting(s):

If applicable, previous pre-consultation application number(s):

For any and all previously approved development application(s), please list application numbers:

Applicant / Agent Information

Company name:

Contact name:

Mailing Address:

Telephone:

Email:

Registered Property Owner Information

Same as above

Name:

Mailing Address:

Telephone:

Email:

PRE-CONSULTATION REQUEST

A Phase 1 pre-consultation is mandatory for the following applications and subject to a fee (select all that apply):

- | | | | | | |
|-------------------------|---------|---------|-------------------|---------|---------|
| Zoning By-law Amendment | | | Site Plan Control | | |
| Phase 1 | Phase 2 | Phase 3 | Phase 1 | Phase 2 | Phase 3 |

Official Plan Amendment

Plan of Subdivision

Plan of Condominium (Vacant Land)

Antenna System

A pre-consultation is encouraged for all other application types. No fee applies.

Other:

Fees Total:

SITE DETAILS

Lot Frontage (m)

Lot Depth (m)

Lot Area (m²)

Lot Area [irregular lot] (m²)

What is the land currently used for?

Describe the current building(s) that exist on the subject property:

PROPOSAL DETAILS

Will the proposal require an application to the [Committee of Adjustment](#)?

Yes

No

Unknown

Describe the proposal (or revised proposal) and any relevant details about the lands:

POLICY FRAMEWORK

Official Plan Designation

Indicate the current [designation](#)

If applicable, indicate the proposed designation

Zoning

Indicate the current [zoning](#)

If applicable, indicate the proposed zoning

SUBMISSION REQUIREMENTS

Phase 1 – Together with this form, the following is required to proceed with a pre-consultation meeting:

	Site Plan.
	Transportation Impact Assessment Screening Form .
	Environmental, Servicing and Transportation Information Checklist .
	If applicable, a copy of any previous Phase 1 pre-consultation comments provided (outcome form) and responses to those comments.
	Payment of applicable pre-consultation fee. A receipt copy is to be submitted separately to planningcirculations@ottawa.ca upon request for payment.

Phase 2 and Phase 3 – Where required or requested, the following information is required to proceed with the pre-consultation:

	A copy of the previous pre-consultation comments provided (outcome form) and responses to those comments.
	Any completed studies and plans, that were identified as required in accordance with staff direction and/or the provided Study Plan and Identification List (SPIL) through the previous pre-consultation.
	Payment of applicable pre-consultation fee. A receipt copy is to be submitted separately to planningcirculations@ottawa.ca upon payment.

CONFIDENTIALITY AND CERTIFICATION

The applicant requests that the information submitted on this form be kept confidential. It is understood, however, that an access request may be filed under the Municipal Freedom of Information Act, R.S.O. 1990, c.M.56, as amended, and information may be subject to release, notwithstanding the request to keep information confidential.

Name of Applicant

Date

Personal information contained in this form is collected pursuant to Section 1.0.1 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended. The information will be used for the purpose of administering the City of Ottawa's pre-consultation process on development applications, and for the creation of a Study and Plan Identification List (SPIL) for Applicants. Questions about this collection can be directed to the Manager responsible for the Ward in which your development property is located.

OFFICE USE ONLY

Application Number:

Ward:

Application Date:

Fee Received: