



CITY OF SARNIA
PLANNING & BUILDING DEPARTMENT
255 CHRISTINA STREET NORTH
SARNIA, ON N7T 7N2
PHONE (519) 332-0330 | FAX (519) 332-0776 | EMAIL planning@sarnia.ca

PRE-APPLICATION CONSULTATION PROTOCOL

Pre-application discussions are widely acknowledged as being beneficial to the development process; as they ensure both developers and City staff understand the requirements that exist in bringing forward a particular development proposal. Pre-Application consultation allows City staff to determine the specific reports, studies and information that is required to be submitted together with the application form, as part of a complete application package.

Pre-application consultation is mandatory* for Official Plan Amendments, Zoning By-Law Amendments, Plans of Subdivision, Plan of Condominium or Site Plan applications. The process can also be used to facilitate other applications such as Committee of Adjustment applications (consent applications, minor variance, signage or part lot control) and Building Permits.

*The Pre-application consultation may be waived where it has been determined by staff that the nature of the application does not require pre-consultation. If the requirement for consultation is waived, the Director or his/her delegate will issue a Record of Pre Consultation, which may scope or waive the reports, studies, plans required to constitute a complete application.

Find out more using the links below:

- [Why do a Pre-application Consultation](#)
- [Commitments](#)
- [Approach and Timelines](#)
- [Advice without prejudice](#)
- [Pre-Application Fees](#)
- [Feedback and Advice](#)

Why do a Pre-application Consultation

Prior to submitting an application for an Official Plan Amendment or Zoning By-Law Amendment, Plan of Subdivision, Plan of Condominium or Site Plan application a proponent is required to consult with relevant City staff. In addition, staff welcomes the opportunity to consider other pre application proposals. Pre-application consultation with staff will improve the efficiency of the regulatory process. This protocol sets out the principles behind the pre-application system, including commitments that can be expected from our staff and what information and fees, where applicable, are required.

Commitments

It is important to realise that effective pre-application discussion will only be achieved where there is commitment from both staff and the proponent.

The City seeks to provide a consistent and fair approach to pre-application discussions in relation to all forms of planning proposals. It will furthermore commit to the following elements in providing pre-application advice for both mandatory and non-mandatory consultation:

- Provide a named point of contact who will lead on the pre-application discussion.
- Arrange meetings, where necessary and provide timely information.
- Involve, where possible, other key consultees in discussions.
- Seek to identify key issues or constraints relevant to the proposal.
- Undertake a review of relevant planning history related to the site.
- Provide advice on groups or organisations that the proponent may wish to consult with as part of the pre-application consultation.
- Ensure that negotiations and discussions involve the right staff and a coordinated view is provided.
- Identify any information, studies or reports that will be required for the planning application.
- Provide a written response to the pre-application query in a timely manner.
- Where requested, provide guidance on the determination process including a guide to the timescales within which an application will be determined.
- Where appropriate will suggest the use of the TimeLine Tool to ensure effective delivery of service.

The Proponent will be expected to provide the following information to the City when undertaking a pre-application consultation. The process will not commence until the City has received all the required information. The proponents may submit any additional information to the City that they feel would assist staff review the merits of any proposal. (e.g. photos, building layouts, elevations etc.)

Official Plan and Zoning amendment Applications

- 1 copies of the completed Pre-application Consultation Request Form.
- 5 copies and 1 digital copy (pdf format) of a scaled (metric) location plan showing the extent and boundaries of the lands affected.
- The required fee

Site Plan Consultation

- 1 copies of the completed Pre-application Consultation Request Form.
- 5 copies and 1 digital copy (pdf format) of a scaled (metric) Concept Plan to include:
 - North arrow
 - Property line
 - Location and dimension of all existing and proposed buildings and structures
 - Location of off street parking and loading areas and set backs of such areas from property lines
 - Width of driveways and aisle accessing parking stalls and loading areas
 - Location of outdoor containers 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
 - New and/or closed driveway entrances.
- The required fee if request includes a meeting with staff

Plan of Subdivision or Vacant Land Condominium

- 1 copies of the completed Pre-application Consultation Request Form.
- 5 copies and 1 digital copy (pdf format) of a scaled (metric) location plan showing the extent and Boundaries of the lands affected.
- The required fee if request includes a meeting with staff

Committee of Adjustment

- 1 copies of the completed Pre-application Consultation Request Form.
- 5 copies and 1 digital copy (pdf format) of a scaled (metric) location plan showing the extent and Boundaries of the lands affected.

Building Permit

- 1 copies of the completed Pre-application Consultation Request Form.
- 1 copy and 1 digital copy (pdf format) of a scaled;
 - Site Plan
 - Floor Plans
 - Elevations
- Letter of undertaking by owner
- Commitment for Design and general review by P.Eng Arch.

The Proponent shall also:

- Allow time/resources to engage in discussions.
- Respond within any mutually agreed timescales.
- Attend meetings or allow site access where required.

Approach and Timelines

We will acknowledge pre-application requests and assign an appropriate seniority of officer, depending on the scale and nature of the proposal, within 3 working days. Once a staff member is allocated the information submitted will be reviewed for completeness. Failure to submit the required information will inevitably delay the process.

If a meeting is required (usually only for mandatory pre-consultations or if the applicant formally request a meeting) you will be contacted within 5 working days by the file manager to arrange a date for the meeting. Meetings are usually held at City Hall on Tuesday afternoons and will last about 1 hour. The allocated file manager will meet with you, in addition to other relevant parties, depending on the scale and nature of the proposal.

Following a meeting, the file manager will provide a written response to you within 10 working days of the meeting and circulate the response to all those in attendance. Where no meeting is required, the written advice will be provided within 15-working days of receipt of the completed request. We will endeavour to meet these timelines, although there may be certain occasions when circumstances prevent this. If this should occur, then staff will update the applicant with a revised target date to provide advice.

Advice without Prejudice

It is to be appreciated that pre-application advice is given without prejudice and given on the basis of the information provided by the proponent. The advice given cannot provide an undertaking that planning permission will be granted. This is because pre-application advice is given prior to carrying out of full formal consultations and is staffs opinion only, and so cannot constitute a formal response or decision from Council.

Pre-Application Fees

A fee is payable for all mandatory pre-application consultations. There is no limit to the number of meetings that a proponent may request but each meeting will be the subject to a fee paid in advance of the meeting. ([Planning and Building Fees](#)).

All other pre-application consultations are free of charge unless the proponent wishes to meet with staff to discuss the proposal. In such circumstances a fee will be charged ([Planning and Building Fees](#)).

Feedback and Advice

Should you require further advice on submitting a pre-application consultation request or wish to provide any feedback on the process or service provided, please email us at planning@sarnia.ca.