

## Corporation of the City of St. Thomas

### CONSULTATION REQUEST FORM

All proposals are to be submitted to the City of St. Thomas Planning & Building Services Department. Staff will determine whether the information submitted is sufficient to warrant the scheduling of a consultation meeting. If additional information is required staff will advise the applicant.

Attendants at the meeting will be representatives from the Planning & Building Services Department and Environmental Services Department. Depending on the nature of the site and proposal, other City staff or outside agencies may also be called on to attend.

In addition to those professionals who will be involved with the designing/managing of the development proposal, in all cases, the Owner of the property should also be in attendance at the meeting.

Meetings will be booked on a first come first serve basis. The City reserves the right to limit the number of meetings on any date.

The applicant should be prepared to discuss the proposal in detail and answer general questions about the contents covered within the Consultation Request Form.

**There is no fee charged for the initial consultation meeting. There will be a \$250 charge for any followup meetings. The fee will be reimbursed if a complete application is submitted within 1 year of the follow-up consultation meeting**

#### Submission Requirements for a Consultation Meeting

A consultation meeting will be scheduled upon receipt of the following information:

- A completed Consultation Request Form with signatures
- A digital copy of a concept plan, drawn to scale, which illustrates the proposal and includes the following (where applicable):
  - Existing uses and uses adjacent to the lands
  - Setbacks and gross floor area of the existing and proposed buildings and structures
  - Dimensions and area of the lands
  - Existing and proposed pedestrian and vehicular access and parking areas
  - Adjacent streets with labels
  - Existing trees/vegetation, watercourses, slopes and natural features

#### Notes

All measurements are to be in metric, the plan(s) both paper and digital must be to scale; plan(s) must have a north arrow, title block with date, revision block, and a key map showing the general location of the lands.

The submission requirements are minimum requirements. The submission of other plans and/or documents that inform the application are beneficial and will assist staff in their review. These documents may include surveys, building elevations and floor plans, site services and utilities and restrictive covenants or easements, as examples.

For more information regarding the consultation process please contact the Planning & Building Services Department:

City of St. Thomas Planning & Building Services Department

545 Talbot Street, St. Thomas, ON, N5P 3V7  
Phone: 519-633-2560 Email: [planning@stthomas.ca](mailto:planning@stthomas.ca)

**Corporation of the City of St. Thomas**  
**CONSULTATION REQUEST FORM**

**Office Use:** Request Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_ Reference # \_\_\_\_\_

**Type of Application**

This is a consultation request for (check all that apply):

- |                                                    |                                                     |
|----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Official Plan Amendment   | <input type="checkbox"/> Zoning By-law Amendment    |
| <input type="checkbox"/> Draft Plan of Subdivision | <input type="checkbox"/> Draft Plan of Condominium  |
| <input type="checkbox"/> Site Plan Approval        | <input type="checkbox"/> Minor Variance             |
| <input type="checkbox"/> Consent                   | <input type="checkbox"/> Heritage Alteration Permit |
| <input type="checkbox"/> Unknown                   |                                                     |

**Registered Owner**

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

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant/Agent (if applicable)**

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Subject Property**

Municipal Address: \_\_\_\_\_

Legal Description (if known): \_\_\_\_\_

**Description of Proposal** (please provide a separate sheet of paper if required)

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**Current Property Owner**

**\*If an applicant/agent is advancing this Consultation Request, see Appendix B - Authorization of Owner.**

\_\_\_\_\_  
Owners Name (Print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## Appendix B – Authorization of Owner

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, \_\_\_\_\_, am the owner of the subject lands, and I authorize  
\_\_\_\_\_, to act on our behalf as the agent for the submissions required for all  
matters relating to the subject lands, and to provide any of my personal information that will be included in this  
application or collected during the planning process.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

