



Applicants requesting to attend a pre-consultation meeting with staff from the City of Port Colborne must complete this form and the attached authorization to enter property form.

Please return both forms, payment of the appropriate fee, and a site plan of your proposed development **no later than two (2) weeks** before the scheduled pre-consultation meeting date to taya.taraba@portcolborne.ca.

Forms that are incomplete, submitted without payment, not returned with a proper site plan, or submitted late, may be left off the pre-consultation meeting agenda. Planning staff reserves the right to move the scheduled date. Depending on the volume of requests, it may not be possible to be scheduled for the earliest agenda.

PLEASE NOTE: ALL PRE-CONSULTATION MEETINGS WILL BE HELD VIRTUALLY.

2026 Pre-CONSULTATION FEES

— Plans of Subdivision/Condominium — Official Plan Amendments — Zoning Bylaw Amendments — Site Plan Control	\$1,785
— Consents & Minor Variances	\$945

If more than one planning approval is needed (i.e. an Official Plan Amendment and a Zoning By-law Amendment), the applicant only needs to pay the pre-consultation fee once. For example, if approval is needed for a Zoning By-law amendment and an Official Plan Amendment, the total cost for the pre-consultation meeting would be \$1,785.

If a combination of approvals is required having different fees, the greater fee will be charged. For example, if the pre-consultation meeting is for a Consent and a Zoning By-law Amendment the fee would be \$2,600. **Please note that the pre-consultation fee is non-refundable.**

APPLICATION TYPE

Check all that apply:

Regional Official Plan Amendment		Consent (Land Severance)	
Local Official Plan Amendment		Zoning By-law Amendment	
Draft Plan of Subdivision		Site Plan Control	
Draft Plan of Condominium		Other:	

Site Information

Address:
Assessment Roll Number:

Owner Contact Information

Name:	
Phone Number:	Email:

Agent Contact Information

Name:	
Phone Number:	Email:

Description Of Proposed Development

SITE PLAN INSTRUCTIONS

The Pre-consultation Request Form must be submitted with a site plan showing the proposed development. The following items must be included on site plans:

- Location of existing and proposed land uses, buildings and structures;
- Location of significant features on the site and adjacent to the site (i.e. wetlands, hazard lands, watercourses, woodlands, wells, septic tanks, etc.);
- Existing and proposed lot fabric (as appropriate); and
- Proposed development concept, including setbacks from lot lines and significant features.

PERMISSION TO ENTER PROPERTY

I hereby give permission to the City of Port Colborne and other external, circulated agencies to enter my property for the purpose of inspection and information gathering regarding the pre-consultation meeting requested for my property.

Address:

Date:

Name of Property Owner:

Signature of Property Owner: