



## Pre-Consultation Request Form

City of Port Colborne  
Planning Division

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Applicants requesting to attend a pre-consultation meeting with staff from the City of Port Colborne, Regional Municipality of Niagara, and Niagara Peninsula Conservation Authority 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 weeks before the scheduled pre-consultation meeting date to [Samantha.Yeung@portcolborne.ca](mailto:Samantha.Yeung@portcolborne.ca). **Forms that are incomplete, submitted without payment, or 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.**

### Fees:

Plans of Subdivision/Condominium	
Official Plan Amendments	
Zoning Bylaw Amendments	
Site Plan Control	\$500
Consents & Minor Variances	\$250

If an application(s) is submitted to the City of Port Colborne within 18 months from the date of the pre-consultation meeting, the pre-consultation meeting fee will be reduced from the overall application fee. If more than one planning approval is needed (for example 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 \$500. 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 \$500.

**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, Regional Municipality of Niagara and the Niagara Peninsula Conservation Authority 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: \_\_\_\_\_