



## **2 Phase Formal Consultation**

The Formal Consultation Process only applies to:

- Application for Site Plan
- Application for a Zoning By-law Amendment
- Application for an Official Plan Amendment
- Application for a Plan of Subdivision
- Application for a Plan of Condominium

### **Phase 1 – Initial Submission**

The following will be required to be submitted:

- application form
- conceptual site plan
- brief explanation of the proposed servicing strategy

The submission will be circulated by planning staff to municipal departments and agencies. Approximately two weeks after circulation, planning staff will send the compiled comments from all agencies via email to provide high level feedback on the proposal, identify the information/ background studies necessary to properly evaluate the application in a timely manner. Expected fees, such as application fees, Development Charges and Parkland Dedication fees will also be identified.

A meeting with staff can be requested.

### **Phase 2 – 2<sup>nd</sup> Submission**

The following will be required to be submitted:

- Reports, studies, plans, drawings, and information required in the compiled comments, demonstrating that they comply or conform to the applicable City standards and by-laws,
- Record of Neighbourhood public meeting, including compiled comments/concerns from stakeholders.
  - **\*\*Not required for site plan applications. In the case of simple applications, the planner may waive this requirement.\*\***

Once staff are satisfied that the formal consultation process has been completed, the applicant will be directed to submit the relevant planning applications.