



## City of Stratford Formal Consultation Process

The City of Stratford requires pre-application consultation on all Official Plan, Zone Change, Subdivision, Vacant Land Plan of Condominium and Site Plan applications. The purpose of Formal Consultation is to provide a potential applicant feedback from the City on their proposal before they undertake detailed plans and drawings. Formal Consultation also identifies information and studies which should accompany an application to allow for a speedy review.

### There is no fee for Formal Consultation

From beginning to end, the Formal Consultation takes approximately 4 weeks. The Formal Consultation process is shown on page three.

### Formal Consultation Submission Requirements

The following is required by staff to provide meaningful comments through Formal Consultation:

- an application form,
- a conceptual site plan,
- conceptual elevation(s) or rendering,
- a brief explanation of the proposed servicing strategy, and
- a brief explanation of planning issues.

Reduced or pdf copies are sufficient.

### Formal Consultation Committee Meeting

Upon receipt of a complete Formal Consultation submission, the proposal is circulated to municipal departments and agencies. In approximately two weeks, staff will meet with the proponent 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. Prior to the meeting with the applicant, staff will meet internally to coordinate comments, confirm what material is necessary to evaluate the proposal and scope any studies.

Minutes of the Formal Consultation meeting with the applicant will be taken and circulated in approximately two weeks.

Meeting minutes are recommended to be submitted with any application.



Formal Pre-application is required for:

- Official Plan Amendments,
- Zone Change Applications,
- Plan of Subdivision Applications,
- Draft Plan of Condominiums, and
- Site Plan Approval, applications and amendments to site plans.

Consultation with staff prior to submitting

- Minor Variances,
- Consents, and
- Plans of Condominium, and
- Exemption from Part Lot Control is encouraged.

### Contact Information

For information about the Formal Consultation process please contact:

The City of Stratford Development Services Division

82 Erie Street, Stratford

Phone: (519) 271-0250 x 345

Email: [planning@stratford.ca](mailto:planning@stratford.ca)

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