



Building and Planning Services Department  
Planning Division  
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Stratford ON N5A 2M4  
  
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www.stratford.ca

## Formal Consultation Request Form

Prior to submitting an Application for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, or Site Plan Approval, the Formal Consultation process is highly encouraged. The purpose of Formal Consultation is to provide the applicant feedback from the City on their proposal before they undertake detailed plans and drawings. The Formal Consultation process also identifies information and studies which should accompany a formal planning application. Effective January 1, 2026, the 2026 Formal Consultation Fee is **\$750.00**.

Should a complete application submission be submitted to the City within 2 years consistent with and following a Formal Consultation Request, the Formal Consultation fee collected shall be applied as a credit to the formal application fee(s).

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### For Office Use Only

Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

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## 1. Applicant/Agent Information

### 1.1 Registered owner(s) of the subject land

Name(s): \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Town/Municipality/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date subject land was acquired by the current owner(s): \_\_\_\_\_

Note: If the applicant of the Formal Consultation is not the owner, the **Authorized Agent Form** is required.

## **1.2 Agent (authorized by the owner to file the application, if applicable)**

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

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

Postal Code: \_\_\_\_\_ Town/Municipality/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **2. Description of the Subject Land**

### **2.1 Location of Subject Land**

Street Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Concession(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Registered Plan: \_\_\_\_\_

Reference Plan and Part(s): \_\_\_\_\_

Roll Number: \_\_\_\_\_

### **2.2 Current Land Use of Subject Land**

Official Plan Designation: \_\_\_\_\_ Zoning: \_\_\_\_\_

Existing use(s) of subject land: \_\_\_\_\_

Length of time that existing uses have continued: \_\_\_\_\_

### **2.3 Dimensions of Subject Land**

Frontage (m): \_\_\_\_\_ Depth (m): \_\_\_\_\_ Area(m<sup>2</sup>): \_\_\_\_\_

### **2.4 Heritage Designation**

Is the subject land listed as a designated heritage property?

☐ Yes: \_\_\_\_\_

☐ No

Is the subject land adjacent to the subject lands designated as a heritage property?

☐ Yes: \_\_\_\_\_

☐ No

For a listing of all designated heritage properties in the City of Stratford, please visit the following directory: <https://www.stratford.ca/en/live-here/designated-properties.aspx> or consult the Heritage Trust Register here: <https://www.heritagetrust.on.ca/pages/tools/ontario-heritage-act-register>

## 2.5 Access to Subject Land

Access to subject lands: \_\_\_\_\_

Access Type:

☐ Municipal Road

☐ Provincial Highway

☐ County Road

☐ Right of Way

☐ Other Public Road

☐ Water

## 3. Description & Purpose of Proposed Application

### 3.1 Application Type

a) Type of Application (check all that apply):

☐ Zoning By-law Amendment

☐ Official Plan Amendment

☐ Site Plan Approval:

☐ Draft Plan of Subdivision

☐ New Application

☐ Draft Plan of Condominium

☐ Amending

☐ Other: \_\_\_\_\_

b) Type of Proposal (check all that apply):

☐ Commercial

☐ Industrial

☐ Residential

☐ Institutional

### 3.2 Application Details

a) Number and Type of Units/Lots/Blocks: \_\_\_\_\_

Number of Buildings: \_\_\_\_\_ Number of Storeys: \_\_\_\_\_

Gross Floor Area(m<sup>2</sup>): \_\_\_\_\_ Building Area(m<sup>2</sup>): \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_

b) Details of Proposed Application: \_\_\_\_\_

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- c) If this is a residential development, do you plan to include any affordable or attainable residential units (as defined by the Provincial Planning Statement) in the proposed development? If yes, please provide information about the number of units and housing type(s) (single detached, townhouse, etc.):

☐ Yes: \_\_\_\_\_

☐ No

### **3.3 Other Information**

- a) Have you had any previous discussions with Planning Staff with respect to this development proposal? (If yes, please provide Staff name and date of meeting):

☐ Yes: \_\_\_\_\_

☐ No

- b) Has this subject land been the subject of any other application under the Planning Act? (If yes, please provide the application file number and status):

☐ Yes: \_\_\_\_\_

☐ No

## **Formal Consultation Request Form Requirements**

All submissions shall be in digital format. Please note that USB flash drives are not accepted. The Formal Consultation process cannot begin until sufficient information is received, which might include additional studies or plans. The City reserves the right to require additional information for the Formal Consultation.

### Site Plan Applications

- ☐ Completed Formal Consultation Request Form (including Authorized Agent Form, as required)
- ☐ Preliminary site plan, showing the proposed development, including:
  - North arrow
  - Standard scale in metric
  - Property lines
  - The location, dimensions and use of all existing and proposed buildings and structures on the site
  - The location, setback and dimension of loading areas and parking spaces
  - Width and location of driveways, access aisles and walkways that are proposed, existing, or to be removed
  - Location of outdoor storage, or facilities for garbage and recycling
  - Any other applicable information

- ☐ Elevations
- ☐ Letter outlining how the site plan is proposed to be serviced

#### Official Plan Amendment and/or Zone Change Applications

- ☐ Completed Formal Consultation Request Form (including Authorized Agent Form, as required)
- ☐ Key map showing the extent and boundaries of the lands affected.
  - Official Plan Amendments shall include the proposed Official Plan designation and special policies
  - Zoning By-law Amendments shall include the proposed zoning and details on any special provisions requested

#### Draft Plan of Subdivision, Vacant Land Condominium or Common Elements Condominium Applications

- ☐ Completed Formal Consultation Request Form (including Authorized Agent Form, as required)
- ☐ Three printed copies (Architectural D sized 24"x36" paper, to be folded letter size) of the Draft Concept Plan, to scale, showing the proposed development, including:
  - North arrow
  - Standard scale in metric
  - Limits of the plan
  - Location and dimensions of the proposed lots and blocks
  - Location and width of existing and proposed road allowances
  - Location of existing buildings, vegetation and natural features
  - Location of conservation authority regulation limit
  - Any other relevant information
- ☐ Letter outlining how the site is proposed to be serviced

### **Notice of Collection**

The personal information collected on this form is collected under the authority of the *Planning Act* and will be used by City staff and authorized agents for the purpose of processing this application. All names, addresses and comments will be included in material available to the public and City Council. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, ON, N5A 6W1 or by telephone 519-271-0250 ext. 5329 during business hours.

If you require this form in an alternate format, contact the Building and Planning Department at 519-271-0250 extension 5345.