



## PRE-APPLICATION CONSULTATION REQUEST FORM

<b>Office Use Only</b>	Date Received: (Date Stamp)	
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**Application Fees:**     [See Online Fees Schedule](#)

URL: [sarnia.ca/planning-building-department-fees](http://sarnia.ca/planning-building-department-fees)

**Method of Payment:** Fees can be paid online. Follow the link on the Pre-Application Consultation webpage.

Fees can also be paid by cheque mailed or couriered to City Hall. Fees under \$5000 can be paid by credit or debit card at City Hall or by credit card over the phone.

(519-332-0330 ext. 3301)

### 1. General Information

Subject Property: \_\_\_\_\_

#### **A. Registered Owner**

Name: \_\_\_\_\_  
(I have the legal authority to bind the corporation)

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

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

#### **B. Applicant (if different from above)**

Name: \_\_\_\_\_  
(Authorized to act on behalf of the corporation)

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

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

#### **C. Agent (if different from above)**

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

**2. Application Type**

If you know what type of Planning Application(s) you will need to apply for after the Pre-Application Consultation process has completed, please select them below. If you do not know, please select “unknown”.

Unknown

**A. Mandatory Pre-Application Consultation Request (select all that apply)**

- Official Plan Amendment
- Zoning By-law Amendment
- Site Plan Control Agreement
- Plan of Subdivision
- Plan of Condominium

**B. Non-Mandatory Pre-Application Consultation Request (select all that apply)**

- Committee of Adjustment (minor variance or consent)
- Building Permit
- Other (please specify): \_\_\_\_\_

**3. Application Details**

**A. History**

Have you had previous discussions with Staff regarding this development proposal?

- Yes    Date: \_\_\_\_\_
- No

If yes, who have you consulted with?

- Planning
- Engineering
- Building
- Fire
- St. Clair Region Conservation Authority
- Other (please specify): \_\_\_\_\_

**B. Proposal Details**

Please provide a detailed description of the proposal. Please attach additional information on separate sheets (or as a separate digital attachment if submitting online) as required. Please provide site plan(s) and/or drawing(s) as necessary to explain the proposal.

Please identify any particular issues or questions that you wish staff to address in this consultation.

By submitting this Request Form, I agree to allow the City of Sarnia, its employees and agents to enter the subject property for the purpose of assessing the merits of this pre-application consultation request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or regrade the site during the processing of this request.

\_\_\_\_\_  
Owner/Applicant Name (Print)

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date Completed