



Pre-Consultation for Development Application (Excluding Site Plans)

Private and Confidential

Development Planning Section
50 Dickson Street, 3rd Floor, P.O. Box 669
Cambridge, Ontario N1R 5W8
(519) 621-0740

Pre-consultation is required for development proposals requiring amendments to the Official Plan, Zoning By-law, and Plans of Subdivision or Condominium. The submission schedule can be found on page 6 of this application form.

A minimum of two (2) alternative design options is required. Applications that do not include at least two alternative design options will not be processed.

Sanitary Capacity Assessment: All development proposals must complete a Sanitary Capacity Assessment form and pay the associated fee.

Note: Information in pre-consultation applications is private and confidential unless a formal request for release of the information is received through the Municipal Freedom of Information and Protection of Privacy Act.

1.0 General Information

Municipal Address: _____

Assessment Roll No. _____

Lot: _____ Concession: _____

Registered Plan No. _____ Lot(s): _____

Reference Plan No. _____ Part(s): _____

Have there been any previous pre-consultation applications submitted for the subject property? Yes No

2.0 Registered Owner*

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Ext. _____

Email: _____

*If a numbered company, also give the name and address of the principal owner. If more than one owner, complete an additional page for each owner

3.0 Applicant (If Different Than Owner)

Name: _____
 Address: _____
 City: _____ Postal Code: _____
 Phone: _____ Ext. _____
 Email: _____

4.0 Primary Contact

All contact with the City of Cambridge regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner Applicant

5.0 Existing Conditions

Existing use of the Property: _____

Existing Zoning: _____

Designation in City of Cambridge Official Plan: _____

Designation in Region of Waterloo Official Plan: _____

Are there any existing natural features on site or adjacent to the site (trees, streams, steep slopes, wetlands, etc.?) Yes No

If **yes**, please identify: _____

Are there any existing municipal services (i.e. water/sanitary) on the site? If privately serviced, please specify servicing arrangements (i.e. septic tank and well water). Yes No

If **yes**, please show the details such as size and location

Are there any buildings on or adjacent to the subject land that are designated under the Ontario Heritage Act or are identified as Yes No

Properties of Interest?

Is the site located on a Regional Road?

Yes No

If **yes**, the Owner will be required to obtain a Regional Access permit approval and clearance prior to Site Plan Approval

6.0 Proposed Development

Proposed Use: _____

Proposed Official Plan Designation (if applicable): _____

Proposed Zoning Classification (if applicable): _____

Proposed Buildings	Approximate Area	Building Height	No. of Storeys	No. of Units
Building 1				
Building 2				
Building 3				
Building 4				

Total Proposed Building Area: _____

No. of Proposed Dwelling Units: _____

7.0 Affordable Housing

a) Is this application for an affordable **ownership** housing project? Yes No

b) Is this application for an affordable **rental** housing project? Yes No

If **yes**, to either a) or b) please contact the Senior Planner – Reurbanization to confirm eligibility for the City of Cambridge’s Affordable Housing Community Improvement Plan program.

Note: Eligible affordable housing projects are exempt from development application, building permit and sign fees. Projects may be eligible for deferral of development charges and Tax Increment Grants.

8.0 Environmental Conditions

Is the site regulated by the Grand River Conservation Authority? Yes No

If **yes**, the Owner is responsible for obtaining all necessary clearances.

Is the site a known or suspected contaminated site? Yes No

Have any environmental site contamination studies been completed? (i.e. Phase 1, 2010, Phase 2, 2012)? Yes No

If **yes**, please explain: _____

Has a Record of Site Condition been filed with the Ministry of the Environment? Yes No

Is there a Certificate of Property Use on the subject property? Yes No

Is the site located within a Source Water Protection Area? Yes No

If **yes**, the Owner will be required to obtain a Notice of Source Protection Plan Compliance (Section 59 Notice). Notices can be obtained from the [Region's TAPS Website](#).

9.0 Related Planning Applications

Is or was the project subject to an Official Plan Amendment, Zoning By-law Amendment or Minor Variance Application? Yes No

If **yes**, please indicate the File No. _____

10.0 Planning Compliance

Does the development conform to the Zoning By-law? Yes No

If **no**, please attach an explanation.



ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

The Regional Municipality of Waterloo
 Planning, Housing and Community Services
 150 Frederick Street, 8th Floor
 Kitchener, Ontario N2G 4J3
 (519)575-4533

◆ Cambridge ◆ Kitchener ◆ North Dumfries ◆ Waterloo ◆ Wellesley ◆ Wilmot ◆ Woolwich ◆

This form must be completed and signed by the property owner(s) for all development applications submitted to the Regional Municipality of Waterloo (The Region).

Municipal Address: _____

1. What are the current uses of the property?

2. Was the subject property ever used for industrial purposes? yes no uncertain
If yes, please describe approximate dates and types of industry:

3. Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? yes no uncertain
If yes, please describe approximate dates and types of commercial activity:

4a. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? yes no uncertain

4b. If yes, when? _____

Please provide description of waste materials:

5. Have hazardous materials ever been stored or generated on the property (e.g. has HWIN registration or other permits been required?) yes no uncertain
If yes, please summarize details:



- | | | | | |
|-----|--|-----|----|-----------|
| 6. | Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property? | yes | no | uncertain |
| | If yes, please describe the nature of the suspected contamination
_____ | | | |
| 7. | Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides? | yes | no | uncertain |
| 8. | Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property?
If yes, please summarize details
_____ | yes | no | uncertain |
| 9. | Does the property have or ever had a water supply well, monitoring well, geothermal well?
If yes, please provide details: _____ | yes | no | uncertain |
| 10. | Does this property use or has it ever used a septic system? | yes | no | uncertain |
| 11. | Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use? | yes | no | uncertain |
| 12. | Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)? | yes | no | uncertain |

DECLARATION

Property Owner / Authorized Officer -

I, _____ am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information in this questionnaire is true.

DECLARED before me _____ in the _____
Commissioner of Oath (Print Name) City/Town/Municipality

this _____ day of _____, 20_____.

Commissioner of Oaths (signature)

Registered Owner (signature)

Pre-Consultation Submission Requirements:

- Compact Disk (CD) or USB Stick of the digital PDFs
- Completed Application Form
- A minimum of 2 different design options**
- Applicable Fee (no fee is required for Core Area projects)
- Cover Letter (brief overview of the proposal)
- Digitally prepared Massing Model and Basic Elevations
- Sanitary Servicing Capacity Analysis**
- Two (2) paper copies** folded and collated 8.5 x 14
- Regional Pre-consultation Fee of \$300.00** is required for all applications

Notes:

- Urban Design Guidelines have been adopted in all three Core Areas (Galt, Hespeler and Preston). Copies can be obtained by visiting the City's Website at <http://www.cambridge.ca/en/build-invest-grow/development-design-guidelines.aspx>
- Signage shall conform to the City's Sign By-law and separate permits must be obtained as applicable.
- All Engineering Submissions are subject to the Engineering Standards and Development Manual.
- Site grading is subject to the City of Cambridge Site Alteration By-law No. 160-09.
- Only one (1) water connection per property is permitted by By-law No. 146-03.
- The City of Cambridge has a Demolition Control By-law for the demolition of residential buildings.
- Planning fees can be obtained by visiting the City's Website at <https://www.cambridge.ca/en/build-invest-grow/resources/Planning-Application-Fee-Summary-2020.pdf>



Authorization of Owner for Agent to Make the Application

If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application must be completed by the owner.

I, _____, am the owner of the land that is the subject of this application, and I authorize _____ to make this application on my behalf.

Signature of Applicant/Owner

Date

The personal information contained on this form is collected pursuant to the Planning Act, R.S.O., 1990, Chapter 13, as amended. This information is required in order to process this development application and forms part of the public record. If you have any questions on the gathering of personal information, please contact the City’s Deputy City Clerk/Manager of Information Management and Archives, who can be reached through the Clerk’s Division of Corporate Services Department at (519) 740-4680, ext. 4583.

2021

Pre-consultation Schedule

Development Pre-Consultation Committee

Pre- Consultation Application Deadline*	Pre-Consultation Comments to be sent to the applicant
December 17, 2020	January 21, 2021
January 21, 2021	February 18, 2021
February 18, 2021	March 25, 2021
March 25, 2021	April 22, 2021
April 22, 2021	May 20, 2021
May 20, 2021	June 24, 2021
June 24, 2021	July 22, 2021
July 22, 2021	August 19, 2021
August 19, 2021	September 23, 2021
September 23, 2021	October 21, 2021
October 21, 2021	November 18, 2021
November 18, 2021	December 16, 2021

***Disclaimer:** Due to the high volume of pre-consultations and review time, a **maximum of four (4)** applications will be circulated per monthly deadline. All additional submissions will be circulated for the next preconsultation deadline



Submit to:

Senior Civil Engineering Technologist II
 Community Development Department, City of Cambridge, 50
 Dickson Street, 3rd floor. PO Box 669, Cambridge ON N1R 5W8
 Huckabones@cambridge.ca
 Tel: (519)621-0740 ext 4304, Fax: (519)740-7729

Sanitary Sewer Capacity Assessment Application
City of Cambridge, Community Development Department

Application Date: _____

PROPERTY:

Municipal Address of the Development: _____
 Current Zoning Classification/ Land use: _____
 Existing Number of Total Units: _____

Type of Proposed Development:

<input type="checkbox"/> Residential	<input type="checkbox"/> Industrial
<input type="checkbox"/> Single Detached	<input type="checkbox"/> Commercial
<input type="checkbox"/> Semi Detached	<input type="checkbox"/> Institutional
<input type="checkbox"/> Multi Residential (town, apartments)	<input type="checkbox"/> Other (please specify e.g. Commercial/Residential)

Number of proposed units (if residential): _____
 Peak Flow (L/sec): _____
 Average Flow (L/sec): _____
 Projected completion date: _____

APPLICANT:

APPLICANT'S ENGINEER/CONSULTANT:

Name:
 Corporation or Partnership:
 Address:
 Telephone number:
 E-mail:

Name:
 Corporation or Partnership:
 Address:
 Telephone Number:
 E-mail:

OWNER (if different from the applicant):

Name:
 Corporation or Partnership:
 Address:
 Telephone number: _____ E-mail: _____

CONDITIONS :

The applicant acknowledges and agrees that;

- 1) The application for sanitary sewer capacity assessment is required for all new developments within City limits, exemptions will be at the discretion of Community Development staff.
- 2) This application form is not a permit to connect the sanitary service to the City of Cambridge sanitary network, and is not a building permit.
- 3) In situations where the capacity seems to be available to service the project in question, the future capacity can neither be guaranteed nor reserved beyond the established time lines as specified by the City.
- 4) The result of the Sanitary Sewer Capacity Assessment is a preliminary expression of whether the proposed development can be supported by the current sanitary system. Should the development proceed, the City Engineer or his or her representative, reserve the right to;
 - a) Certify the availability or constraints with regards to current capacity within downstream pipe system including immediate network and conveyance network to accommodate the anticipated flows, as the case may be.
 - b) Ask for completion of offsetting sewer improvement to the City's system if feasible, only when requested by the owner and will be his/her sole cost.
 - c) Withdraw the confirmation if the scope and/or the calculations of the sewage flow referenced herein are revised.

DECLARATION OF APPLICANT:

I, _____ acknowledge that;

- 1) The information contained in this application, attached schedules, attached plans, documentation and other additional information is true to the best of my knowledge.
- 2) If the application is a corporation or partnerships, I have the authority to bind the corporation.
- 3) The submission of this form by the Applicant, in the capacity of legal representative of the owner and/ or the developer of the parcel of property, places no obligation on the City of Cambridge, its officers, employees, agents and assigns, to issue a building permit, conditional or otherwise.
- 4) Any misrepresentation in this application or failure to provide new, revised or updated information regarding the estimated sewage flow/ number of units, or subsequent violation of the condition of the capacity assessment process, will result in revocation of the capacity assessment and other remedies in equality and law for the improper filing of the document.



Applicant/ Owners Signature

SANITARY SEWER CAPACITY ASSESSMENT RESULTS

Result of analysis done by Community Development staff indicates the following, subject to the notes set out below:	
<input type="checkbox"/>	Capacity is Available for current loadings and will be held in reserve until _____
<input type="checkbox"/>	Capacity may be Available, pending _____
<input type="checkbox"/>	Capacity is not Available, until _____
<input type="checkbox"/>	Capacity is not available.
 _____ Signature of: Community Development Official _____ Date of issuance	

- NOTES:**
1. The above results for Sanitary Sewer Capacity Assessment shall be valid for one (1 yr) from the date of issuance of assessment, unless otherwise specified herein.
 2. The City may reserve the capacity for all approved draft plans of subdivision until it lapses at the expiration of the time period of approval as specified by the approval authority (i.e. Region of Waterloo).
 3. If the City of Cambridge has approved a Site Plan of this property, the allocated capacity for this project shall be held in reserve for a maximum of three (3) years from the date of issuance if the development has not commenced.
 4. If the results above indicate that capacity is available, the future capacity can neither be guaranteed nor reserved beyond the specified timelines herein.
 5. If the development is not able to use the allocated capacity within the stipulated time limits, the City reserves the right to re-allocate the capacity to another development.
 6. City takes no responsibility for the assessment results if the nature of the application changes significantly.
 7. If the capacity allocated for this project pursuant to the above result is re-allocated by the City, and the applicant or owner wishes to apply for a subsequent capacity assessment, the Applicant or Owner shall submit a new application with current information and comply with all of the application requirements, including payment of applicable fees.