



## Pre-Consultation for Development Application (Excluding Site Plans)

**Private and Confidential**

Development Planning Section  
Community Development Department  
50 Dickson Street, 3<sup>rd</sup> 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.

**Note: 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. The form is attached to this application.

### 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.

### 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 \$250.00** is required for Plans of Subdivision and Plans of Condominium.

**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 <http://www.cambridge.ca/en/build-invest-grow/resources/Planning-Applications/Planning-Application-Fee-Summary-2018.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.

**2020**

**Pre-consultation Schedule**

**Development Pre-Consultation Committee**

<b>Pre- Consultation Application Deadline*</b>	<b>Pre-Consultation Comments to be sent to the applicant</b>
January 16, 2020	February 20, 2020
February 20, 2020	March 19, 2020
March 19, 2020	April 16, 2020
April 16, 2020	May 21, 2020
May 21, 2020	June 18, 2020
June 18, 2020	July 16, 2020
July 16, 2020	August 20, 2020
August 20, 2020	September 17, 2020
September 17, 2020	October 15, 2020
October 15, 2020	November 19, 2020
November 19, 2020	December 17, 2020

**\*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