

Appendix A

Pre-Application Review Guide



What is a Pre-Application Review?

A Pre-Application Review is a formal process that allows City staff to review a preliminary application in detail and provide written comments to an applicant before a full application is made.

The proposal will be presented to the Land Use and Planning Committee for preliminary feedback. Feedback from other City Departments and Committees may also be provided.

What are the Benefits of Pre-Application Review?

Most development applications have the option of using the Pre-Application Review process, including:

- Zoning Bylaw Amendments;
- Development Permits;
- Development Variance Permits;
- Special Development Permits;
- Heritage Revitalization Agreements; and,
- Temporary Use Permits.

Many applications can benefit from a formal Pre-Application Review as the process helps to identify key considerations and potential issues of a proposed development before significant investment is made in

a full application. Large or complex projects are particularly likely to benefit from the process.

The process will provide the applicant with the following kinds of information:

- Consistency with City policies and regulations;
- Expectations about required qualified professionals, such as Engineers, Biologists, Architects, Landscape Architects, or Planners;
- Estimated application fees, and an outline of how development cost charges and amenity contributions would be calculated;
- Anticipated sequencing of steps for the full application review process;
- General servicing requirements;
- Required studies;
- Special considerations, such as for buildings on the property that are more than 50 years old, parking, or tree retention;
- Potential issues related to the site or project; and
- Feedback from the Land Use and Planning Committee.

The information provided will vary depending on the scope and complexity of a project, and detail of information provided to the City.

Pre-Application Review Process

Following initial conversations with staff, the Pre-Application may be submitted. Planning staff will coordinate the Pre-Application Review, which may involve other City Departments and Committees.

Once the review is complete, staff will present it to the Land Use and Planning Committee for feedback.

All comments and feedback on the proposal will be consolidated and provided to the applicant in a letter.

Pre-Application Timing

The time required for processing a Pre-Application depends on the type, scale and complexity of the project, the number of Pre-Applications in progress, committee meeting schedules, and the ability of the applicant to provide materials and information when required. Typically, the process is expected to take about six weeks.



Application Requirements

Before you Submit

Before preparing and submitting a Pre-Application, it is important to meet with staff in the Planning Division. For this meeting, it is helpful to bring a letter outlining the project and a simple sketch of the property, with the location and size of buildings and other features.

Pre-Application Requirements

THE FOLLOWING INFORMATION IS REQUIRED FOR A PRE-APPLICATION:

A Pre-Application Form signed by all persons whose names appear on the Title Certificate or an authorized agent. The application form will be provided at the time of submission.

A Current Title Search, including a copy of any 'legal notations' or 'legal encumbrances' registered on title which may impact the development of the site (e.g. restrictive covenants, rights of ways, easements).

A Letter of Authorization signed by the owner(s), if an applicant is applying on behalf of the owner(s) registered on the Title Certificate.

The Pre-Application Fee for the Pre-Application Review.

A Project Summary Letter describing the project, its alignment with City policies, and impacts to the neighbourhood and community.

A Site Plan(s) that depicts the location, dimensions, and elevations of all building parking, and landscaping.

All submitted plans should be 11x17".

Note: Further information about Application Fees, Letters of Authorization, and other submission guidance is available on the [Making a Development Application webpage](#).

THE FOLLOWING INFORMATION IS RECOMMENDED FOR A PRE-APPLICATION:

Elevations, Sections, or Perspective Drawings are recommended for large or complex proposals.

A Heritage Assessment, prepared by a CAHP member, if the PAR is for a future a heritage revitalization agreement.

A Statistical Table is recommended, which documents the conditions of use for the applicable zoning district, including

- Required/permitted and proposed setbacks;
- Density, floor space ratio (FSR), height, and site coverage;
- Parking (including bicycle parking) and loading requirements;
- Open space dimensions and areas;
- Housing unit types and areas; and,
- Any other pertinent design measurements.

A Title Search Summary that outlines the impact of each of the registered agreements and/or encumbrances are recommended.

A Tree Survey and an Arborist's Report is recommended, addressing the size, type and condition of all trees impacted by the property (note, the Tree Permit Application process is separate).

Additional materials may be recommended for submission depending on the scope and complexity of the project.

