

## REQUEST FOR FORMAL CONSULTATION

### Site Plan Control

#### 1. APPLICANT INFORMATION

\* If a numbered company, provide name and address of principal Owner(s).

NAME	ADDRESS	CONTACT INFORMATION
Registered Owner*		Phone:
		Email:
Applicant		Phone:
		Email:
Agent		Phone:
		Email:
<b>All correspondence should be sent to (check one):</b> <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent		

#### 2. PROPERTY INFORMATION

##### 2.1 Legal Description of the subject lands.

Municipal Address			
Former Municipality			
Lot		Concession	
Registered Plan Number		Lot(s) / Block(s)	
Reference Plan Number(s)		Part(s)	

##### 2.2 Property details

Frontage (metres)	Depth (metres)	Area (hectares)

2.3 Current use of the subject lands?

2.4 Current Official Plan designation of the subject lands?

2.5 Current Zoning of the subject lands?

2.6 Have there been any previous Formal Consultation applications for the subject lands?

Yes       No

If yes, indicate the previous File No. \_\_\_\_\_

2.7 Have there been any previous Official Plan Amendment and / or Zoning By-law Amendment applications for the subject lands.

Yes       No

If yes, indicate the previous File No(s). \_\_\_\_\_

2.8 Is the subject land located within or adjacent to the City's Natural Heritage System?

Yes       No

2.9 Does the subject land contain features of the Natural Heritage System zoned "P5", "P6", "P7", or "P8" (Conservation/Hazard Lands)?

Yes       No

2.10 Are the subject lands regulated by a Conservation Authority?

Yes       No

2.11 Does the subject land have cultural heritage value or interest recognized by:

a) Designation under Part IV or Part V of the Ontario Heritage Act?

Yes       No

b) Listing as a non-designated property on the Municipal Heritage Register under Section 27 of the Ontario Heritage Act?

Yes       No

c) An easement or covenant under the Ontario Heritage Act?

Yes  No

d) An “H” holding provision in the zoning that requires the submission and approval of a Cultural Heritage Impact Assessment prior to the holding being lifted?

Yes  No

e) Listing on the Inventory of Heritage Properties?

Yes  No

f) Listing on the Inventory of Cultural Heritage Landscapes?

Yes  No

2.12 Are any adjacent properties to the subject lands recognized as protected heritage property (i.e., designated or subject to an easement or covenant under the Ontario Heritage Act)?

Yes  No

2.13 Previous use of the subject lands

Residential  Industrial  Commercial  Agricultural  Vacant  Other(s)

If Industrial or Commercial, specify use:

2.14 Details of previous use

	Yes	No	Unknown
(a) Has the grading of the subject land been changed by adding earth or other material, i.e. has filling occurred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Has a gas station been located on the subject land or adjacent lands at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Has there been petroleum or other fuel stored on the subject land or adjacent lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Are there or have there ever been underground storage tanks or buried waste on the subject lands or adjacent lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been used as pesticides and/or sewage sludge was applied to the lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Have the lands or adjacent lands ever been used as a weapons firing range?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(g) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the fill area of an operational/non-operational landfill or dump?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) If there are existing or previously existing buildings, are there any building materials remaining on site that are potentially hazardous to public health (e.g., asbestos, PCB's)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Is there reason to believe that the subject land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.15 What information did you use to determine the answers to 2.14(a) to (i) above?

2.16 If the previous use of the subject lands is industrial or commercial, or if Yes to any of 2.14(b) to (i), a previous use inventory showing all former uses of the subject lands, or if appropriate, the land adjacent to the subject land, is needed.

Is the previous use inventory attached?

Yes       No

### 3. PURPOSE OF THE APPLICATION

3.1 Provide a brief description of the proposal.

3.2 Please provide any additional information which may assist staff and other agencies in reviewing this proposal.

3.3 Proposal Details.

	Existing	Retained	Proposed	Total
Number of buildings				
Ground Floor Area (m <sup>2</sup> )				
Non-residential GFA (m <sup>2</sup> )				
Landscaped Open Space (m <sup>2</sup> )				
Paved Surface Area (m <sup>2</sup> )				
Number of Storeys				
Height of Building(s) (m)				

3.4 If the proposal is for a residential development, is it intended to become a Condominium?

Yes       No

3.5 If the proposal is for a residential development, is it intended to be affordable housing?

Yes       No

**Instructions for Sections 4 – 6 below:**

- Use a separate page for each registered owner of the property.
- Where the owner is a Corporation, include the full name of the Corporation and name and title of signing officer.

**4. CONSENT OF THE OWNER(S)**

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13. In accordance with that Act, it is the policy of the City of Hamilton to provide public access to all *Planning Act* applications and supporting documentation submitted to the City.

**4.1 Consent of Owner(s) to the Disclosure of Application Information and Supporting Documentation**

I, \_\_\_\_\_, the Owner(s), hereby agree and acknowledge that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I hereby consent to the City of Hamilton making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

**5. AUTHORIZATIONS**

If the applicant is not the owner of the land that is the subject of this application, the authorizations set out below must be completed.

**5.1 Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_, am the Owner(s) of the land that is the subject of this application and I authorize \_\_\_\_\_ to submit this application as my agent.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

**5.2 Authorization of Owner for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the Owner(s) of the land that is the subject of this application and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I authorize, \_\_\_\_\_ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

**6. ACKNOWLEDGEMENTS**

Acknowledgements must be signed by the owner(s). Initial beside each item and sign below.

6.1 I acknowledge that the City of Hamilton is not responsible for identification and remediation of contamination on the property, which is the subject of this Application - by reason of its approval to this Application. Initials

6.2 I acknowledge the City of Hamilton has not verified servicing capacity and the City is not making any guarantees or representations that there is servicing capacity for any proposed development. Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

**7. COLLECTION OF INFORMATION**

The personal information contained on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, and will be used for the purpose of processing the request and application. This information will become part of the public record and will be made available to the general public. Questions about the collection of this information should be directed to the Planning Division at [pdgeninq@hamilton.ca](mailto:pdgeninq@hamilton.ca) or 905-546-2424 ext. 1355.

# REQUEST FOR FORMAL CONSULTATION for SITE PLAN CONTROL SUBMISSION REQUIREMENTS AND INFORMATION

Formal Consultation is an important part of the planning process and is required for all development proposals that require a Site Plan Control Application.

The Formal Consultation process allows staff to:

- Identify key issues; and,
- Provide a comprehensive list of materials and information (plans, reports and/or studies) required for a complete Site Plan Control Application submission.

## APPLICATION SUBMISSION REQUIREMENTS:

- Cover Letter** providing a summary of the proposed development, including a list of documents included in the submission.
- Application Form** with all applicable sections completed, including the Owner's Consent, Authorization and Acknowledgements. The Owners of all parcels forming part of an application must sign the application form or the application will not be processed.
- Application Fee(s)** are required to be submitted with the application. Please refer to the current City of Hamilton [Planning Division Fee Structure](#), as all fees are subject to change annually.

Application Fees can be paid by cheque (payable to "City of Hamilton") or by credit card. All cheques submitted to the Planning Division must be accompanied by a cover letter or [Fee Intake Memo](#) indicating the following: municipal address of the development; the application type, description of the fee, fee amount, and cheque number; Owner / Applicant's name and contact information; Agent's name and contact information; and if known, the assigned file number and assigned Planner's name.

Fees are non-refundable and will not be credited to future planning applications.

Refer to the section below for more information on External Agency Fees.

- Survey Plan** prepared in accordance with the Terms of Reference outlined below.
- Site Plan** prepared in accordance with the Terms of Reference outlined below.
- Building Elevations** prepared in accordance with the Terms of Reference outlined below.
- Preliminary Grading Plan** prepared in accordance with the Terms of Reference outlined below.



An incomplete submission may result in processing delays. The quality and quantity of information provided has a direct impact on the ability of staff to understand the proposal and formulate appropriate and useful guidance. Only one proposal / site plan drawing will be reviewed with an application. Multiple proposals will not be accepted and will not be processed.

### **Electronic Documentation**

All submission requirements are required to be submitted in digital format. The Planning Division will accept digital submissions in PDF format on a USB stick or via the CitySHARE link.

A CitySHARE link can be requested by emailing [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca).

Electronic files are to be provided with the following naming conventions:

FileName\_VersionNumber\_Date (with no spaces).

For Example:

- 00\_ApplicationForm\_v1\_yymmdd
- 01\_ConceptPlan\_v1\_yymmdd
- 02\_Elevations\_v1\_yymmdd

## **EXTERNAL AGENCY FEES**

### **Conservation Authority Fee**

The Conservation Authorities within the City of Hamilton charge fees for their review of *Planning Act* applications. Please visit the link below to determine if the property falls under a Conservation Authority's regulated area.

<https://conservationontario.ca/conservation-authorities/find-a-conservation-authority>

**Note:** The Applicant is responsible to send the payment direct to the Conservation Authority. The City of Hamilton no longer collects payment on behalf of the Conservation Authority and any payments submitted to the City will be returned to the Applicant.

### **Hamilton International Airport Review Fee**

The Hamilton International Airport (HIA) charge fees for their review of applications that fall within any of the three Airport Zoning Regulation zones (Approach, Transitional and Outer Surface), within the Noise Exposure Forecast (NEF) contour, or for specific land uses located within the Wildlife Hazard Zone.

Planning Division staff can assist in determining whether the Hamilton International Airport review fee is required.

**Note:** The Applicant is responsible to send the payment direct to the HIA. Instructions can be found at the following link: <https://business.flyhamilton.ca/invoicing-and-payments/>  
The City of Hamilton no longer collects payment on behalf of the HIA, and any payments submitted to the City will be returned to the Applicant.

**TERMS OF REFERENCE**

**Survey Plan:** by O.L.S. showing:

- Net lot area in metric measure
- The property and its bearings, dimensions, stakes, etc
- Location and size of existing watermain, Hydro poles, Bell vaults, etc.
- Location and type of closest existing fire hydrants (information available from the Public Works Department)

**The Site Plan drawing shall show:**

- Property lines (including bearings and dimensions of property lines).
- Front, Side, and Rear lot lines.
- Road widenings and/or daylight triangles (size of the widening to be dimensioned and notation indicating “lands to be dedicated to the City of Hamilton for right-of-way widening purposes).
- Adjacent street names.
- Location of any existing buildings or structures (including notation if buildings will be retained or removed).
- Location or outline of existing building on adjacent properties
- Building entrances and exits.
- If the proposed development is to be developed in phases, then the phasing line shall be shown and Details of Development chart for each phase.
- Include Site Statistics Table on drawing, as per below:

<b>SITE STATISTICS</b>		
<b>Details of Development</b>	<b>Required</b>	<b>Proposed</b>
Lot Area (m <sup>2</sup> )		
Building Coverage (max.)		
Gross Floor Area (max.)		
Building Height (max.)		
Number of Parking Spaces		
Number of Loading Spaces		
Landscaped Area (min.)		

**Built Form:**

- Location and dimensions of any proposed buildings, building additions, and accessory structures.
- Building setbacks to front, side and rear yards (indicate min. / max. required by Zoning By-law).
- Sections and Floor Plans.
- Building Blocks to be numbered with number of units.

**Parking Layout:**

- Parking area layout and ramps showing minimum dimensions per Zoning By-law.
- Underground parking layout showing ramps, stairwells, parking spaces for each level.

**Garbage and loading areas:**

- Location and screening of garbage facilities and loading area.
- Enclosure and/or screening details.

**Building Elevation Drawing:**

- Provide an elevation of each building façade.
- Label all building materials and material colours (coloured Elevation or renderings may be required to be submitted). – May be removed.
- Building height (in metric) to be labelled as per definition of “height” and “grade”
- Indicate average grade.
- Location of any rooftop mechanical, including proposed screening location and material.

**Grading Plan:**

The grading plan shall be drawn on a standard metric A1 size sheet or an imperial 24' x 36 sheet at a scaled of 1:500 and shall include the following:

- All lots and blocks of the lands to be developed as well as adjoining lands for a minimum of 15 m beyond the limit of the lands to be developed and further if necessary to determine future and proposed drainage patterns;
- Existing ground contours at 0.5m intervals over the entire development and sufficient area of adjacent lands to establish the overall drainage pattern;
- Proposed ground elevations at all lot corners and at intermediate point of change in grade;
- Proposed ground elevations at 15m spacing along the frontage of large blocks and at a reasonable spacing along the sides and rear of the block;
- Proposed road centerline elevations at all changes in grade, at all intersections and opposite each proposed lot and block corner.
- The location of all existing trees, septic tanks and tile fields, wells, existing above ground utility structures and other structures;
- The location of existing and proposed retaining walls with proposed top and bottom elevations at appropriate intervals with sections and sub drain outlet locations;
- The location of drainage ponds or swales, and direction of surface drainage on each proposed lot and block and on all adjoining lands;
- The location of rear yard catch basins and inlets, top of grate elevations and overland flow routes;
- Proposed building envelopes with the following information:
  - Front of house apron elevation (garage floor elevation);
  - Back of house apron elevation, if different from front;
  - Minimum basement floor elevation (shall be calculated based on the elevation of the sanitary private drain); and,

- Roof leaders shall discharge onto splash pads, satisfactory to the City Engineer and then to a grassed or landscaped area at a minimum distance of 0.60 m away from the building face;
- Adjacent lots having a combined side-yard setback totalling 2.0 m or less shall have roof leaders restricted to front or rear yard discharge locations with drainage directed away from the house to minimize erosion and ponding;
- A key plan showing the proposed development and, for larger subdivisions, the location of the lots on the sheet in relation to the overall development;
- Description of the nearest geodetic benchmark;
- Typical lot drainage patterns; and
- Noise attenuation with details.

Existing grading, proposed grading, include finished floor elevation (FFE), general grading on adjacent sites and streets.

**Other Information:**

City of Hamilton – Comprehensive Development Guidelines and Financial Policies Manual  
<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/comprehensive-development>

City of Hamilton – Site Plan Guidelines  
<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/site-plan-guidelines>

Ministry of the Environment – Stormwater Management Planning and Design Manual (MOE 2003 Guideline):  
[http://www.ene.gov.on.ca/environment/en/resources/STD01\\_076363.html](http://www.ene.gov.on.ca/environment/en/resources/STD01_076363.html)

Full list of Planning Policies & Guidelines and Development Application Guidelines:  
<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines>

**FORMAL CONSULTATION DOCUMENT**

Staff will issue a Formal Consultation Document to the applicant after City staff and external agencies have reviewed the proposal and provided comments. The Formal Consultation Document will identify key issues and outline all required plans / reports / studies for a complete Site Plan Control Application submission.

The owner or authorized agent must sign the Formal Consultation Document and provide a copy to the Planner. The Formal Consultation Document will expire 18 months from the date of signing. No extensions to this timeline will be granted.

In the event the proposal changes after the Formal Consultation Document is issued, or the Formal Consultation Document expires, a new Formal Consultation application must be submitted.

## **CONTACT**

To submit an application email [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca).

For general inquiries or questions related to the application, please contact the Planning Division at [pdgeninq@hamilton.ca](mailto:pdgeninq@hamilton.ca) or 905-546-2424 ext. 1355.