



Formal Consultation

in the City of Hamilton

What is a Formal Consultation?

A Formal Consultation with the Planning Division is the first step in the Planning application process. It is a required meeting that provides potential applicants with an opportunity to meet with City staff and outside agencies to better understand the standards and expectations for various Planning Act applications. Some examples of applications that require a Formal Consultation include Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision, or Site Plan Control. The purpose of a Formal Consultation is to:

- Provide applicants with preliminary comments on development proposals;
- Identify key issues and approvals that will be required; and,
- Identify any additional information and materials (i.e. plans, studies, reports, etc.) in order to deem the associated Planning Act application(s) complete.

How do I request a Formal Consultation?

Applicants must submit a “Request for Formal Consultation” form, which requires a sketch and brief description of the proposal and any applicable fees. Upon receipt of this form, the Planning Division will either schedule a Formal Consultation Meeting or waive Formal Consultation if the proposal meets the specific exemption criteria. If waived, applicants will be notified in writing and may submit the associated Planning Act application(s) together with the waiver. The waiver may include a list of items (i.e. plans, studies, reports, etc.) required to be submitted with the application(s) to ensure it is deemed complete and can be properly evaluated.

A list of applications, including Request for Formal Consultation can be found at:

www.hamilton.ca/pedapplications



How does the Formal Consultation Meeting work?

If the Planning Division determines that a Formal Consultation is required, or if Formal Consultation has been requested, the proposal will be scheduled to be heard at a Development Review Committee Meeting within four weeks of receipt of the request form. At the meeting, the applicant will be provided with preliminary comments and feedback on the proposal from a number of departments and agencies. Based on the comments and feedback received, and a comprehensive review of applicable policies, Planning staff will identify any required information and material (i.e. plans, studies, reports, etc.) that must accompany the associated Planning Act application(s).

What happens after the Development Review Committee Meeting?

Shortly after the meeting, a Formal Consultation Document will be sent to the applicant. This document will identify any key issues, outline all required Planning Act applications, and list any required plans, reports and/or studies (i.e. tree preservation plans, traffic impact studies, noise/vibration studies, environmental assessments, archeological assessments, etc.) required to implement the proposal. The City of Hamilton has developed terms of reference and/or guidelines for the preparation of these reports and studies and it is advisable that you contact City staff prior to preparing the required reports to ensure that the scope and content of the background studies are consistent with City's requirements. Other items not specifically noted in the Formal Consultation Document may also be required through the normal circulation of the associated Planning Act application(s) to ensure the proposal can be properly evaluated.

Please note: the Formal Consultation Document must be signed by the owner or authorized agent and submitted with the associated Planning Act application(s) along with the prescribed information and materials in order for the application(s) to be deemed complete.

What are some of the benefits for applicants going through a Formal Consultation?

There are a number of ways an applicant will benefit from meeting with staff prior to their Planning application submission such as:

- Gaining a better understanding of the City's concerns prior to committing any substantial resources to a project;
- Obtaining an awareness of what information and materials the City needs to deem applications complete; and,
- Reducing delays when processing applications.

How does the City benefit from a Formal Consultation?

A Formal Consultation helps the City in a few ways, including:

- Allowing a preliminary review of an application to identify any potential issues;
- Determining what information and materials are required to deem applications complete;
- Providing Council with the necessary information to make informed decisions; and,
- Preventing delays when processing applications.

Information collected through the Formal Consultation process, including personal information, is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13 and is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

For more information contact:

Planning Division

Planning and Economic Development Department
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Hamilton, Ontario, L8P 4Y5

Monday - Friday

8:30 a.m. - 4:30 p.m.
Phone: 905.546.2424 Ext. 1355 or Ext. 2799
Website: www.hamilton.ca/developmentplanning

All Department brochures can be found at: www.hamilton.ca/pedpublications

All Department applications can be found at: www.hamilton.ca/pedapplications

