

## REQUEST FOR FORMAL CONSULTATION

Official Plan Amendment  
Zoning By-law Amendment  
Draft Plan of Subdivision  
Draft Plan of Condominium (Vacant Land)

### 1. APPLICANT INFORMATION

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		

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

2.9 Are the subject lands regulated by a Conservation Authority?

☐ Yes ☐ No

2.10 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

2.11 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

### 3. PURPOSE OF THE APPLICATION

3.1 Provide a brief description of the proposal.

3.2 What is the proposed Official Plan Designation, if an Official Plan Amendment is proposed?

3.3 What is the proposed Zoning of the subject lands, if a rezoning is proposed?

3.4 What are the proposed zoning modifications?

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3.5 Provide any additional information which may assist staff and other agencies in reviewing this proposal.

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3.6 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)				

**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 SUBMISSION REQUIREMENTS AND INFORMATION

The Formal Consultation process is no longer mandatory for planning applications and is at the discretion of the Applicant. However, Formal Consultation continues to be an integral part of the planning application process. Applicants are strongly encouraged to use Formal Consultation as a first step to streamline their application and tailor submission requirements based on the context of the proposal.

Formal Consultation is encouraged for applications for an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Draft Plan of Condominium (Vacant Land).

### 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.  
  
Refer to the section below for more information on Application Fees and External Agency Fees.
- ☐ **Concept Plan** prepared in accordance with the City's [Terms of Reference/Guidelines](#).
- ☐ **Building Elevations** for zoning review purposes only.

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 Concept Plan will be reviewed with an application. Multiple concepts will not be accepted and will not be processed.

### **Electronic Documentation**

All submission requirements must be submitted in digital format to the Planning Division through a SYNC link. A SYNC link can be requested by emailing [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca).

Electronic files are to be provided with the following naming conventions:  
IndexNumber\_CondensedAddress\_CondensedName\_Date (with no spaces).

For Example:

- 01\_71MainSTW\_ApplicationForm\_02-07-2025
- 02\_71MainSTW\_Aerial\_02-07-2025
- 03\_71MainSTW\_Survey\_02-07-2025

Full details and additional instructions can be found at [Planning Applications Digital File Naming Conventions](#)

### **APPLICATION FEES**

The applicable fee is determined by whether or not a Development Review Team meeting with staff is required. A Development Review Team meeting is a meeting with City staff, the applicant, and any relevant external agencies to review the proposal. The meeting allows staff and the applicant to discuss any issues or request clarifications on matters related to the proposed development.

Attendance at a Development Review Team meeting is optional, and the Applicant may choose either stream. However, should there be limited availability for a Development Review Team meeting date, staff may determine that a meeting is not required.

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

### **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.

## **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 required for a complete 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, the application submission requirements would be in accordance with the “Other Information and Materials” Schedule in the applicable Official Plan.

## **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 [pdgening@hamilton.ca](mailto:pdgening@hamilton.ca) or 905-546-2424 ext. 1355.