

**BPB - 19-01 P-C**

## CITY OF STRATFORD FORMAL CONSULTATION PROCESS

The City of Stratford offers complimentary pre-planning application consulting referred to as *FORMAL CONSULTATION*. The purpose of the consultation is to provide a potential applicant feedback from the City on the proposal before undertaking detailed plans and drawings. This consultation also identifies information and studies which should accompany an application to allow for an expedient review.

There is no fee for the *FORMAL CONSULTATION*

The consultation is recommended on all Official Plan, Zone Change, Subdivision, Vacant Land Plan or Condominium and Site Plan applications.

Start to Finish, the *FORMAL CONSULTATION* takes approximately 4 weeks. See Figure 19-01-1

### ***FORMAL CONSULTATION* Submission Requirements**

The following is required by staff to provide meaningful comments:

- An application form
- A conceptual site plan
- Conceptual elevations or renderings
- A brief of the proposed servicing strategy
- A brief explanation of any planning issues

### ***FORMAL CONSULTATION* Committee Meeting**

Upon receipt of a complete submission, the proposal is circulated to municipal departments and agencies. This does not include Hydro. In approximately 2 weeks, staff will meet with the applicant to provide high level feedback on the proposal and identify any background studies necessary to properly evaluate the application. Expected fees such as application, development charges, and parkland dedication fees will also be identified. Prior to meeting with the applicant – city staff will meet internally to coordinate comments, confirming what information and studies are needed. Minutes of the *FORMAL CONSULTATION* meeting with the applicant will be taken and circulated to all within 2 to 3 weeks.

Figure BPB19-01-1

