



**The Corporation of the  
City of North Bay**  
200 McIntyre St. East  
North Bay, ON P1B 8V6

**Planning Department**  
Direct Line: (705) 474-0400, ext. 2414  
Toll Free: 1-800-465-1882  
dart@northbay.ca

## Pre-Consultation Application Form

### **Section 1: General Information:**

**Name of Owner(s):**

Name of Owner(s)	Home Telephone No.
Business Telephone No	Fax No.
Address	Postal Code

**Agent/Applicant – Name of the person who is to be contacted, if different than the owner:**

(This may be a person or a firm acting on behalf of the owner)

Name	
Address	Home Telephone No.
Business Telephone No	Postal Code
Fax No.	Email Address

**Communications to be between the Municipality and:**

Owner  Applicant/Agent  All

**Note:** Unless otherwise requested all correspondence will be sent to the applicant.

### **Section 2: Property Description**

**Municipal Address (if any):****Existing Use(s):****Proposed Use(s) and Project:**

## **Section 3: Application Information**

### **Pre-consultation for which type of application (check all that apply)**

Amend the Official Plan	<input type="checkbox"/>
Amend the Zoning By-law	<input type="checkbox"/>
Plan of Subdivision and/or Condominium	<input type="checkbox"/>
Site Plan Control Agreement	<input type="checkbox"/>

Current Official Plan Designation:

Proposed Official Plan Designation:

Current Zoning:

Proposed Zoning:

Is a Special Zone required? If so, please describe below:

## **Section 4: Sketch Information**

The following information MUST be provided on the sketch:

- Property dimensions and boundaries
- Current building dimensions and area
- Proposed building dimensions and area
- Setbacks from building to property lines
- Landscaping
- Parking
- Entrance locations and widths
- Garbage and snow storage locations
- Outside storage location

Other site information that may assist the City and external agencies in reviewing and providing a better and more detailed response on the proposal includes the following:

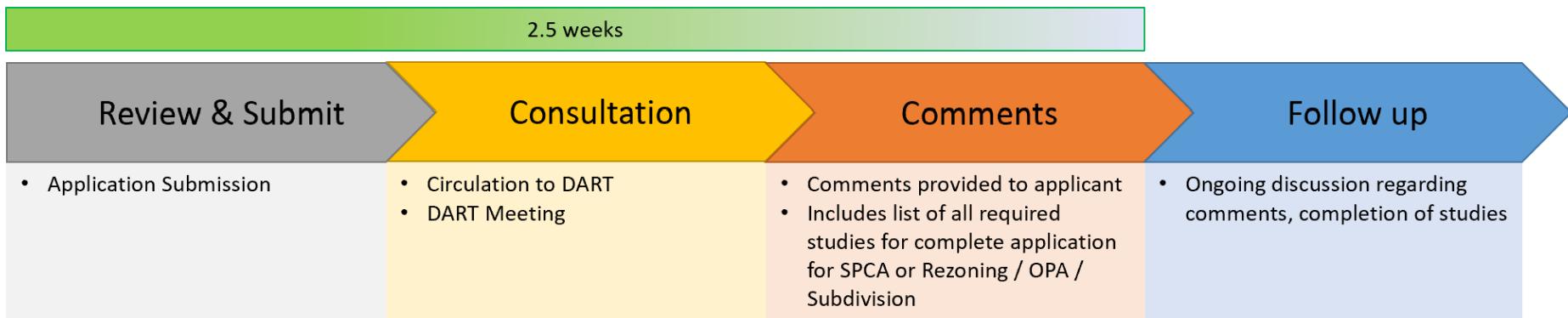
- Stormwater information
- Traffic information
- Infrastructure and site servicing information
- Hydro requirements and locations

## **Section 5: Application Submission & Additional Information**

- Pre-Consultation Applications can be submitted through the City's online application portal: <https://www.citywideportal.com/auth/login>
- Additional details are available on the City's website: [www.northbay.ca/DART](http://www.northbay.ca/DART)
- DART is comprised of all the organizations and members listed in Section 7 of this document
- DART meets on Mondays at 1:30 on a bi-weekly schedule
- For the next and future available meeting date, please contact [dart@northbay.ca](mailto:dart@northbay.ca)
- To be included on the DART agenda, all required materials must be received the Wednesday before the meeting

## Section 6: Process Flow Chart

# Pre-Consultation



## **Section 7: Member Organizations and Contacts**

### **Planning & Building Services**

Beverley Hillier, Manager, Planning Services <a href="mailto:beverley.hillier@northbay.ca">beverley.hillier@northbay.ca</a>	705-474-0400 ext. 2403
Carly Price, Chief Building Official, Building Services <a href="mailto:carly.price@northbay.ca">carly.price@northbay.ca</a>	705-474-0400 ext. 2410
Brad Grasser, Deputy Chief Building Official / Plan Examiner <a href="mailto:brad.grasser@northbay.ca">brad.grasser@northbay.ca</a>	705-474-0400 ext. 2427
Peter Carello, Senior Planner, Current Operations <a href="mailto:peter.carello@northbay.ca">peter.carello@northbay.ca</a>	705-474-0400 ext. 2409
Sasha Fredette, Planning Technician <a href="mailto:sasha.fredette@northbay.ca">sasha.fredette@northbay.ca</a>	705-474-0400 ext. 2401

### **Legal Services**

Peter E.G. Leckie, City Solicitor <a href="mailto:peter.leckie@northbay.ca">peter.leckie@northbay.ca</a>	705-474-0400 ext. 2511
Cathy Thompson, Legal Assistant <a href="mailto:cathy.thompson@northbay.ca">cathy.thompson@northbay.ca</a>	705-474-0400 ext. 2508

### **Infrastructure & Operations**

Adam Lacombe, Senior Capital Program Engineer <a href="mailto:adam.lacombe@northbay.ca">adam.lacombe@northbay.ca</a>	705-474-0400 ext. 2370
Scott Franks, Roads Manager, Public Works <a href="mailto:scott.franks@northbay.ca">scott.franks@northbay.ca</a>	705-474-0400 ext. 5205
Mark Thomas, Manager of Parks <a href="mailto:mark.thomas@northbay.ca">mark.thomas@northbay.ca</a>	705-474-0400 ext. 2603
Jonathan Kapitanchuk, Municipal Development Engineer <a href="mailto:jonathan.kapitanchuk@northbay.ca">jonathan.kapitanchuk@northbay.ca</a>	705-474-0400, ext. 2901

### **Economic Development Department**

Erin Richmond, Manager <a href="mailto:erin.richmond@northbay.ca">erin.richmond@northbay.ca</a>	705-474-0400 ext. 2527
Fran Hanover, Economic Development Officer <a href="mailto:fran.hanover@northbay.ca">fran.hanover@northbay.ca</a>	705-474-0400 ext. 2424

### **Financial Services**

Lisa Beaulieu, Assessment & Real Estate Specialist <a href="mailto:lisa.beaulieu@northbay.ca">lisa.beaulieu@northbay.ca</a>	705-474-0400 ext. 2259
Carolyn Mannella, Tax and Water Specialist <a href="mailto:carolyn.mannella@northbay.ca">carolyn.mannella@northbay.ca</a>	705-474-0400 ext. 2131

**External Agency Review (as required):**

**North Bay-Mattawa Conservation Authority**

[planning@nbmca.ca](mailto:planning@nbmca.ca)

705-474-5420

**North Bay Hydro**

Roch Pilon

[rpilon@northbayhydro.com](mailto:rpilon@northbayhydro.com)

705-474-8100

**Ministry of Transportation**

Usman Akhtar

[usman.akhtar@ontario.ca](mailto:usman.akhtar@ontario.ca)

705-498-4458

**Ministry of Environment, Conservation and Parks**

Christopher Horne

[Christopher.Horne@Ontario.ca](mailto:Christopher.Horne@Ontario.ca)

705-471-3588