



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.	Email Address
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):

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Proposed Use(s) and Project:

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Section 3: Application Information

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

Amend the Official Plan ☐
Amend the Zoning By-law ☐
Plan of Subdivision and/or Condominium ☐
Site Plan Control Agreement ☐

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:

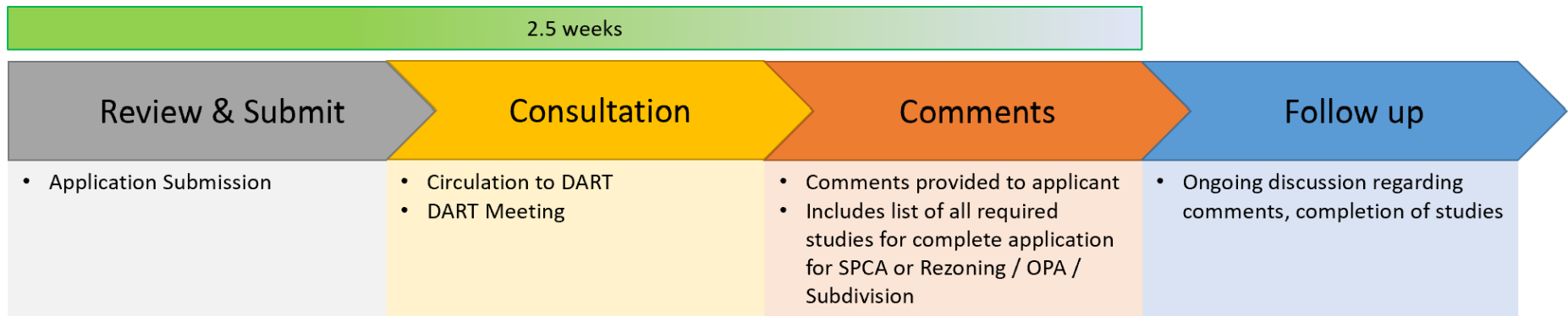
- Stormwater information
- Traffic information
- Infrastructure and site servicing information
- Hydro requirements and locations

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
- 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
- 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 705-474-0400 ext. 2403
beverley.hillier@northbay.ca

Carly Price, Chief Building Official, Building Services 705-474-0400 ext. 2410
carly.price@northbay.ca

Brad Grasser, Deputy Chief Building Official / Plan Examiner 705-474-0400 ext. 2427
brad.grasser@northbay.ca

Peter Carello, Senior Planner, Current Operations 705-474-0400 ext. 2409
peter.carello@northbay.ca

Sasha Fredette, Planning Technician 705-474-0400 ext. 2401
sasha.fredette@northbay.ca

Legal Services

Peter E.G. Leckie, City Solicitor 705-474-0400 ext. 2511
peter.leckie@northbay.ca

Cathy Thompson, Legal Assistant 705-474-0400 ext. 2508
cathy.thompson@northbay.ca

Infrastructure & Operations

Adam Lacombe, Senior Capital Program Engineer 705-474-0400 ext. 2370
adam.lacombe@northbay.ca

Scott Franks, Roads Manager, Public Works 705-474-0400 ext. 5205
scott.franks@northbay.ca

Mark Thomas, Manager of Parks 705-474-0400 ext. 2603
mark.thomas@northbay.ca

Jonathan Kapitanchuk, Municipal Development Engineer 705-474-0400, ext. 2901
jonathan.kapitanchuk@northbay.ca

Economic Development Department

Erin Richmond, Manager 705-474-0400 ext. 2527
erin.richmond@northbay.ca

Fran Hanover, Economic Development Officer 705-474-0400 ext. 2424
fran.hanover@northbay.ca

Financial Services

Lisa Beaulieu, Assessment & Real Estate Specialist 705-474-0400 ext. 2259
lisa.beaulieu@northbay.ca

Carolyn Mannella, Tax and Water Specialist 705-474-0400 ext. 2131
carolyn.mannella@northbay.ca

External Agency Review (as required):

North Bay-Mattawa Conservation Authority

planning@nbmca.ca

705-474-5420

North Bay Hydro

Roch Pilon

rpilon@northbayhydro.com

705-474-8100

Ministry of Transportation

Usman Akhtar

usman.akhtar@ontario.ca

705-498-4458

Ministry of Environment, Conservation and Parks

Christopher Horne

Christopher.Horne@Ontario.ca

705-471-3588