



The Corporation of the City of North Bay
 200 McIntyre Street East, P.O. Box 360
 North Bay, Ontario P1B 8H8
 (705) 474 – 0400

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

Please provide a sketch of the subject property in either an electronic format by email to DART@northbay.ca or twelve 11"X17" hardcopies

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:

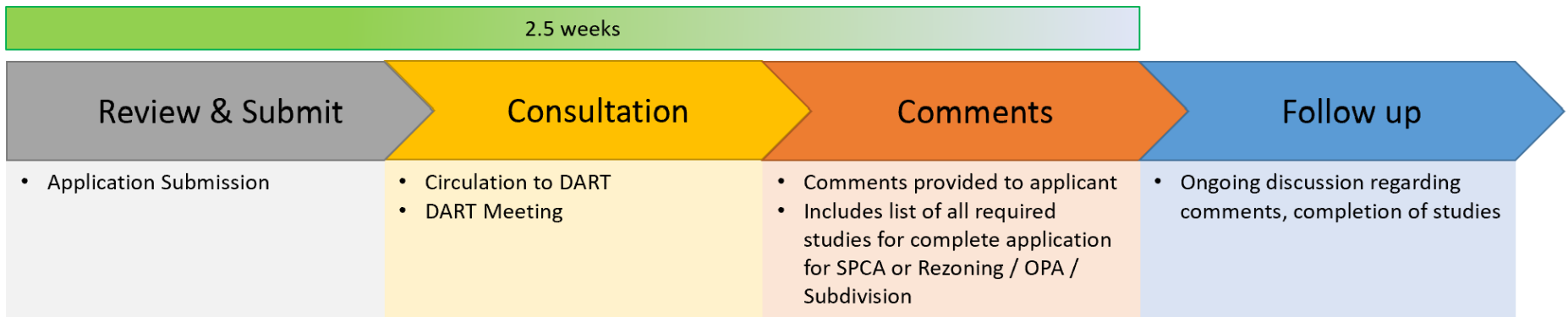
- Stormwater information
- Traffic information
- Infrastructure and site servicing information
- Hydro requirements and locations

Section 5: Notes about the Development Application Review Team (DART)

- DART is comprised of all the organizations and members listed in Section 6 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 6: Member Organizations and Contacts

Community Development & Growth

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

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

Nic Schiavone, Director, Public Works 705-474-0400 ext. 5234
domenic.schiavone@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

Marcus Tignanelli, Economic Development Officer 705-474-0400 ext. 2418
marcus.tignanelli@northbay.ca

Financial Services

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

External Agency Review (as required):

North Bay-Mattawa Conservation Authority

Kevin Taylor, Senior Manager, Planning & Water Resources
kevin.taylor@nbmca.ca

705-474-5420 ext. 2018

North Bay Hydro

Roch Pilon
rpilon@northbayhydro.com

705-474-8100

Ministry of Transportation

Jaime Gauvreau
jamie.geauvreau2@ontario.ca

705-492-6410

Ministry of Environment, Conservation and Parks

Christopher Horne
Christopher.Horne@Ontario.ca

705-471-3588