



**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
zoning@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

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:

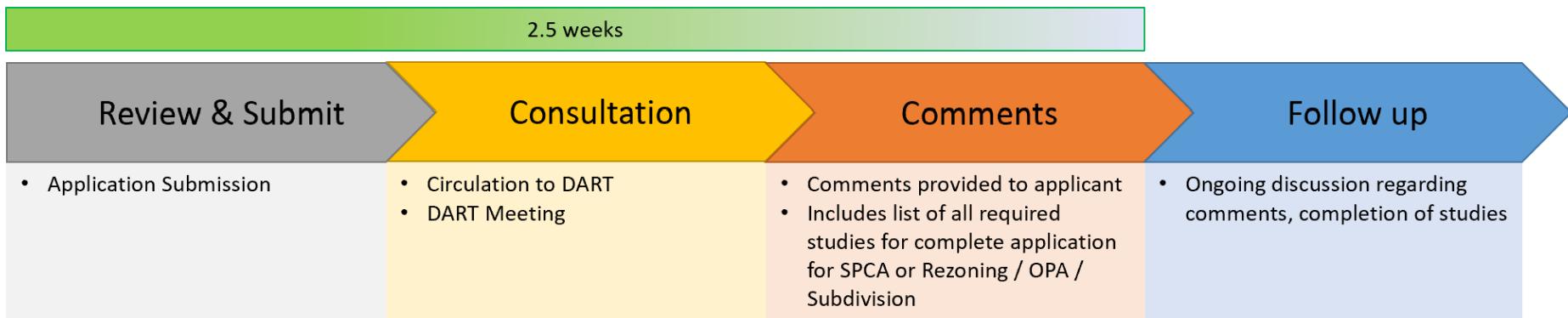
- Stormwater information
- Traffic information
- Infrastructure and site servicing information
- Hydro requirements and locations

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 beverley.hillier@northbay.ca	705-474-0400 ext. 2403
Carly Price, Chief Building Official, Building Services carly.price@northbay.ca	705-474-0400 ext. 2410
Brad Grasser, Deputy Chief Building Official / Plan Examiner sasha.fredette@northbay.ca	705-474-0400 ext. 2427
Peter Carello, Senior Planner, Current Operations peter.carello@northbay.ca	705-474-0400 ext. 2409
Sasha Fredette, Planning Technician sasha.fredette@northbay.ca	705-474-0400 ext. 2401

Legal Services

Peter E.G. Leckie, City Solicitor peter.leckie@northbay.ca	705-474-0400 ext. 2511
Cathy Thompson, Legal Assistant cathy.thompson@northbay.ca	705-474-0400 ext. 2508

Infrastructure & Operations

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

Economic Development Department

Erin Richmond, Manager erin.richmond@northbay.ca	705-474-0400 ext. 2527
Fran Hanover, Economic Development Officer fran.hanover@northbay.ca	705-474-0400 ext. 2424

Financial Services

Lisa Beaulieu, Assessment & Real Estate Specialist lisa.beaulieu@northbay.ca	705-474-0400 ext. 2259
Carolyn Mannella, Tax and Water Specialist carolyn.mannella@northbay.ca	705-474-0400 ext. 2131

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