



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.	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                | <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](mailto: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:

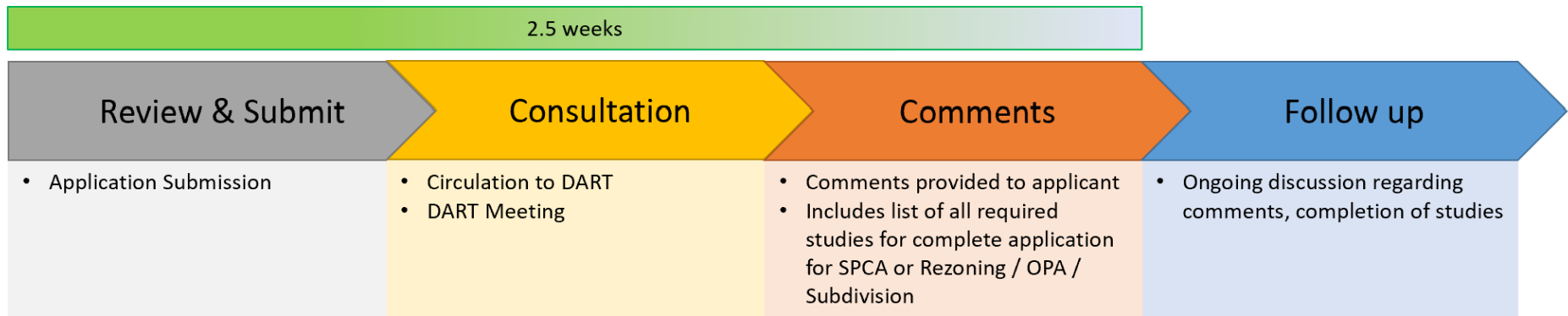
- Stormwater information
- Traffic information
- Infrastructure and site servicing information
- Hydro requirements and locations

### **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](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 6: Member Organizations and Contacts**

### **Community Development & Growth**

Beverley Hillier, Manager, Planning Services 705-474-0400 ext. 2403  
[beverley.hillier@northbay.ca](mailto:beverley.hillier@northbay.ca)

Carly Price, Chief Building Official, Building Services 705-474-0400 ext. 2410  
[carly.price@northbay.ca](mailto:carly.price@northbay.ca)

Brad Grasser, Deputy Chief Building Official / Plan Examiner 705-474-0400 ext. 2427  
[sasha.fredette@northbay.ca](mailto:sasha.fredette@northbay.ca)

Peter Carello, Senior Planner, Current Operations 705-474-0400 ext. 2409  
[peter.carello@northbay.ca](mailto:peter.carello@northbay.ca)

Sasha Fredette, Planning Technician 705-474-0400 ext. 2401  
[sasha.fredette@northbay.ca](mailto:sasha.fredette@northbay.ca)

### **Legal Services**

Peter E.G. Leckie, City Solicitor 705-474-0400 ext. 2511  
[peter.leckie@northbay.ca](mailto:peter.leckie@northbay.ca)

Cathy Thompson, Legal Assistant 705-474-0400 ext. 2508  
[cathy.thompson@northbay.ca](mailto:cathy.thompson@northbay.ca)

### **Infrastructure & Operations**

Adam Lacombe, Senior Capital Program Engineer 705-474-0400 ext. 2370  
[adam.lacombe@northbay.ca](mailto:adam.lacombe@northbay.ca)

Scott Franks, Roads Manager, Public Works 705-474-0400 ext. 5205  
[scott.franks@northbay.ca](mailto:scott.franks@northbay.ca)

Mark Thomas, Manager of Parks 705-474-0400 ext. 2603  
[mark.thomas@northbay.ca](mailto:mark.thomas@northbay.ca)

Jonathan Kapitanchuk, Municipal Development Engineer 705-474-0400, ext. 2901  
[jonathan.kapitanchuk@northbay.ca](mailto:jonathan.kapitanchuk@northbay.ca)

### **Economic Development Department**

Erin Richmond, Manager 705-474-0400 ext. 2527  
[erin.richmond@northbay.ca](mailto:erin.richmond@northbay.ca)

Fran Hanover, Economic Development Officer 705-474-0400 ext. 2424  
[fran.hanover@northbay.ca](mailto:fran.hanover@northbay.ca)

### **Financial Services**

Lisa Beaulieu, Assessment & Real Estate Specialist 705-474-0400 ext. 2259  
[lisa.beaulieu@northbay.ca](mailto:lisa.beaulieu@northbay.ca)

Carolyn Mannella, Tax and Water Specialist 705-474-0400 ext. 2131  
[carolyn.mannella@northbay.ca](mailto:carolyn.mannella@northbay.ca)

## **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