

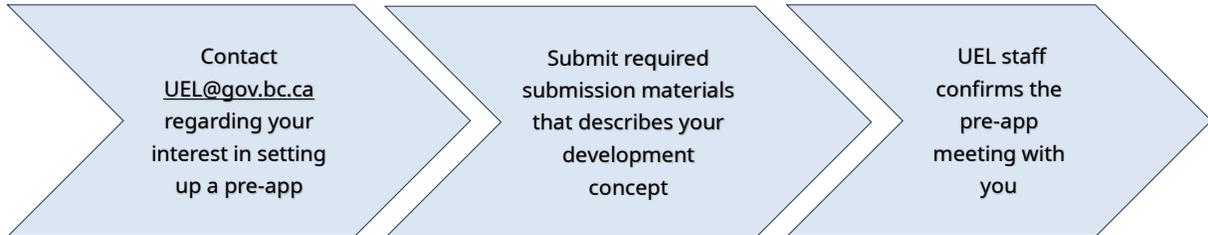


# UNIVERSITY ENDOWMENT LANDS

## PRE-APPLICATION MEETING REQUEST FORM

### GENERAL GUIDELINES

A pre-application (pre-app) meeting is recommended before submitting a Change of Land Use District (a.k.a., rezoning) Application, or complex proposals such as mixed-use developments.



***Change of Land Use District decisions are made by the Minister of Housing and Municipal Affairs. Staff cannot comment on the probability of success with an application or provide estimates of probable costs on any infrastructure or engineering services. Pre-application review comments are provided based on the conceptual plan submitted for preliminary discussion only. A pre-app on a proposal does not imply that the proposal complies with the University Endowment Lands (UEL) [Official Community Plan](#) and/or [Land Use, Building and Community Administration Bylaw](#). It is the owner's responsibility to ensure that the formal application complies with all [pertinent bylaws and regulations](#).***

### REQUIRED INFORMATION

#### Property Information

Civic Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
PID(s): \_\_\_\_\_

#### Applicant Information

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner Information**

Owner's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Submission Materials**

Note that pre-application review cannot be processed until all required information is collected. This Pre-application Meeting Request Form will not be accepted when there are outstanding fees on the property. Depending on the complexity of the proposal or the clarity of the submission, additional information may be required.

The pre-application meeting fee is based on a metric surveyed parcel size using site area of the land parcel(s) - see calculation in the [UEL Fees Bylaw](#) under "Preliminary Review." All materials listed in the checklist below are required in advance of the pre-application meeting, along with this Pre-application Meeting Request Form, [Letter of Authorization](#), and a current Title Search

**Project Description**

- How the proposal aligns with the UEL OCP, bylaws, applicable policies, and design guidelines
- Proposed density (FSR) and height (storeys/metres)
- Proposed use(s) (e.g., residential, commercial, or mixed commercial with residential uses)
- Proposed unit types and mix, and percentage of affordable units
- Design rationale
- Conceptual floor plan for each proposed type of unit (optional at pre-app)
- Site photos (optional at pre-app)

**Conceptual Site Plan** \* All measurements must be in metric

- Site Context and Information
- Context map including north arrow, scale
- All property lines, easements, rights-of-way, and other legal boundaries
- Surrounding properties including frontages
- Relevant street names
- Any proposed park land or public realm improvements (include plans and illustrations)
- Any phasing plan
- Conceptual proposed circulation plan
- Conceptual proposed landscape plan

**Conceptual Elevation Drawings** \* All measurements must be in metric

- Front Elevation
- Rear Elevation
- Side Elevation
- Height Measurements

**Digital Submission Format**

- Consolidate all plans into ONE PDF on a metric scale. Files to be unsealed/unlocked.
- Flatten vector layers
- Plan resolution 72 dpi (minimum)
- Do not include layer information, hyperlinks, bookmarks or comments
- Do not capture fonts used in the drawing
- Follow PDF file naming convention "Address-YYYY-MM-DD"

**For Office Use Only**

Received By: _____	Date: _____
Pre-Application #: _____ <i>Only assign if the application is complete</i>	Fee: _____