

# Form 0 – Request for Pre-Application Review For Complex Developments

City of Whitehorse  
Zoning Bylaw  
2012-20

Contact information		
<b>Owner Name:</b>		
<b>Applicant Name</b> (if different from owner):		
<b>Contact information:</b>	Phone:	E-mail:
Property information		
<b>Municipal Address:</b>		
<b>Zone:</b>		
<b>Lot Area (m<sup>2</sup>):</b>		
Project information		
<b>Proposed Principal Use(s):</b>		
<b>Secondary Use(s)</b> if any:		
<b>Approximate Gross Floor Area (m<sup>2</sup>):</b>	New:	Existing (if any):
<b>Number of Dwelling Units (if residential):</b>		
<b>Preliminary plans attached:</b>	<input type="checkbox"/> site plan <input type="checkbox"/> building plans	<input type="checkbox"/> drainage plan <input type="checkbox"/> servicing plan
<p><b>Introduction</b></p> <p>The City offers the service of a pre-application review in order to help ensure that a development proposal is on the right track, before detailed design is undertaken for a complete Development Permit application. This optional service is only available for complex developments (i.e. multiple housing, commercial, industrial, and institutional developments). The purposes of the pre-application review are:</p> <ul style="list-style-type: none"> <li>- Confirm that basic project information is satisfactory</li> <li>- City identifies requirements for complete application (especially whether anything more or less than standard checklist is required)</li> <li>- Applicant has opportunity to ask questions, clarify regulations/requirements prior to submission of complete application.</li> </ul> <p><b>Process</b></p> <p>A request for pre-application review can be made once the proponent has determined the proposed use, intensity of use (GFA, number of residential units, etc.), and has prepared preliminary site, building and drainage/servicing plans. The Development Officer will determine whether to provide written comments and recommendations back to the proponent, or to schedule a meeting. If a meeting is required, it will be scheduled between the project team and key City representatives (Development Officer, Engineering Services, others as appropriate) to review the project details.</p> <p><input type="checkbox"/> I hereby request a pre-application review of my proposed development. I understand that the information provided by the City at the pre-application stage is general in nature and cannot be construed as approval of a project or any specific aspect of a project. The decision to approve a project can only be made following review of a complete application.</p>		
Signature of Applicant: _____ Print Name: _____ Date: _____		