

## Pre-Application Meetings

The City of Saint John offers Pre-Application Meetings for medium to large-scale development proposals. Projects typically suited for these meetings are unique and/or complex and may require made in Saint John solutions. These meetings are a value added service offered to applicants free of charge.

The purpose of the Pre-Application Meeting, considered the first step in the development approval process, is to identify key issues, required approvals, supporting drawings and reports, and studies that will be required for the applicant's formal submission.

At the meeting, applicants will receive initial feedback and save time by enabling the applicant to make better-informed decisions with the guidance of City service area representatives. Those benefitting from a pre-application meeting include new and new to the region developers as well as medium to large scale unique and/or complex proposals.

### **The Pre-Application Meeting process offers many benefits to applicants including:**

- Identifying the information or details required for a complete approvals application, such as traffic or infrastructure servicing studies, or building design details.
- Providing information to the applicant in advance of the approvals process may reduce review and processing times.
- Providing an overview of the approvals process and timelines.
- Providing an overview of relevant City development incentives.

### **Projects where a Pre-Application Meeting is strongly encouraged include:**

- Commercial, industrial, institutional, and multiple unit dwelling construction;
- Municipal Plan amendments;
- Zoning By-law amendments;
- Section 39 amendments;
- Subdivisions with major servicing impacts including those requiring new infrastructure construction;
- Adaptive re-use projects;
- Alternative building solution proposals;
- Projects requiring extensive Heritage Conservation approvals, such as infill development in Heritage Conservation Areas;
- Major renovations, additions, or new as-of-right construction;
- Buildings having a floor area of 30,000 square feet or greater; and
- Change of use proposals resulting in a major change to the site, such as an enlarged parking lot.

*Please note that applicants are welcome to contact staff informally before the pre-application meeting if information or clarification is required or if they are developing land for the first time.*

### Types of Pre-Application Meetings:

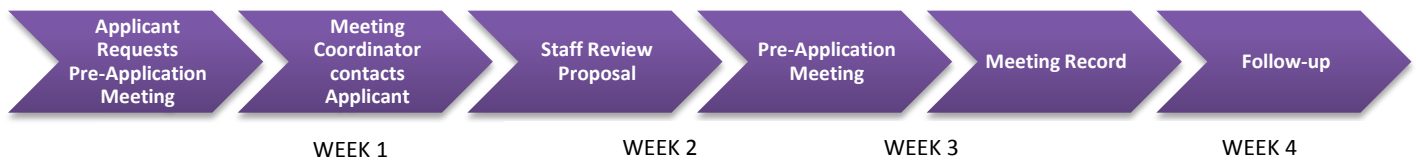
- **Conceptual Pre-application Meetings** – Conceptual pre-application meetings are available to applicants at the conceptual stage to provide input from service area representatives to enable decision-making and empower you to move forward with projects.
- **Standard Pre-Application Meetings** – Standard pre-application meetings are available when detailed information is available about a proposal. Sometimes both a conceptual pre-application meeting and a standard pre-application meeting are held for the same development proposal.
- **Adaptive Reuse Pre-Application Meetings** – Adaptive re-use projects require a special pre-application process as they involve the conversion of existing buildings. Building Inspection staff will coordinate these pre-application meetings and may conduct a site visit in advance of the meeting. Heritage Conservation staff are also involved if the site is located in a Heritage Conservation Area.

### Standard Pre-Application Meeting Process:

1. **Submission** The applicant submits a pre-application meeting request, a project description, and any preliminary site plans and drawings to staff. Key to meeting discussion is the quality of the materials provided for review. Note: The more detailed the information from the applicant, the more comprehensive the review by staff.
2. **Initial Review** Service area representatives review the proposal and identify the major service area focus (Community Planning, Building Inspection, Infrastructure Development, or Heritage Conservation). A pre-application meeting coordinator is assigned from the appropriate service area. Note: If a project champion has been identified for the proposal, they will be the pre-application meeting coordinator.
3. **Meeting Coordinator** The meeting coordinator contacts the applicant to schedule a meeting with service area representatives approximately one (1) week from the date of the pre-application meeting request. The meeting coordinator sends the applicant a meeting agenda along with the meeting notification.
4. **Proposal Distribution** The meeting coordinator circulates the meeting agenda, proposal description, applicant's submission package, and maps to the relevant service areas involved in the review of the project.
5. **Proposal Review** Service area representatives review the proposal and prepare comments reflecting their respective areas of responsibility. If the proposal is not relevant to a specific service area, the representative of that service area may review with the meeting coordinator whether their attendance is required at the pre-application meeting. If the project is large-scale (complex, unique, or specialized), all Growth & Community Development Services Department service area representatives must attend the pre-application meeting.

6. **Internal Review Meeting** (if required) Service area representatives meet internally to discuss the proposal and any matters requiring coordination between service areas.
7. **Meeting** The applicant meets with service area representatives at Growth & Community Development Services on the 10<sup>th</sup> floor of City Hall. Service area representatives provide high-level comments at the pre-application meeting and identify any known concerns. Service area representatives provide the applicant with any handouts (checklists, PAC and Council application deadlines, etc.). The meeting coordinator takes meeting minutes.
8. **Meeting Record** Within approximately one (1) week of the meeting, the meeting coordinator provides the meeting attendees with minutes and any additional information requested at the meeting. The meeting coordinator retains a digital copy of the minutes in the project file.
9. **Follow-up** Service area representative(s) follow-up with the applicant on any questions raised at the meeting.
10. **Additional Meeting** If the first pre-application meeting was conceptual; a subsequent standard pre-application meeting may be scheduled once the applicant provides more detailed information on the proposal.

**Typical Pre-Application Process Timeline (One Month)**



**Disclaimer:**

*Participation in the Pre-Application Meeting process is not an application for any permit or approval from the City of Saint John. The completion of or the participation in the Pre-Application Meeting process in no way guarantees, changes the standards of, changes the status of, or affects in any way, any past, present or future application or approval. The information provided at Pre-Application Meeting or before, during and after the Pre-Application Meeting process is for information purposes only and the City of Saint John and staff of the City of Saint John are not providing advice as a consultant, engineer, architect, lawyer or any other professional. The Pre-Application Meeting process is not, and does not include, a comprehensive review of the proposal.*

## Pre-Application Meeting Request

Date of Application: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date Meeting Requested: \_\_\_\_\_

Property Location: \_\_\_\_\_

Proposal (Purpose/description of project):

For a more streamlined and comprehensive review, the following information must be submitted prior to the Pre-Application Meeting:

- A copy of any site plans;
- Purpose of the development proposal;
- Reports/Studies already completed;
- Reports/Studies pending;
- Drawings/Renderings;
- Other \_\_\_\_\_

NOTE: Staff will contact applicant to confirm a meeting date/time.

**Meeting Type (Completed by Staff)**

- Conceptual Pre-Application Meeting
- Standard Pre-Application Meeting
- Adaptive Re-Use Pre-Application Meeting
- Other \_\_\_\_\_

Application Received by (staff):  
\_\_\_\_\_

Date: \_\_\_\_\_  
m/d/y

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