

OAKVILLE

Planning Applications

Pre-consultation Request

Consent and Minor Variances

Send your digital application to planningapps@oakville.ca

February 2026

**Town of Oakville
Planning and Development**
1225 Trafalgar Road
Oakville, ON., L6H 0H3

Phone: 905-845-6601

Guide for Applicants

The pre-consultation process is a voluntary process for Consent and Minor Variances applications.

Purpose of a Pre-consultation Meeting

- Allows applicants to meet with Town staff and commenting/approval Agencies before an application is filed.
- Provides the applicant with a comments report of the meeting discussion, including issues that should be considered prior to submitting a formal application.
- Identify background studies and supporting information that would assist Planning and Development staff in reviewing the formal application and preparing recommendations for the Committee of Adjustment.
- Provides the applicant with a better understanding of the application process, and any associated processes such as Site Alteration or scoped Site Plan.
- The meeting is not intended to serve as a Zoning By-law review meeting or to discuss staff's opinion on the proposal. The onus is on the applicant to ensure they identify all required variances.

Pre-consultation Procedure

Scheduling the Pre-consultation Meeting and Attendance:

All pre-consultation meetings are organized by Town Planning staff. The municipality will make its best efforts to schedule a pre-consultation meeting within 2-3 weeks of receipt of a request; however, scheduling is dependent on the volume of requests received.

Pre-consultation meetings are held virtually on Wednesday afternoons.

The meeting agenda will be sent approximately two weeks prior to the virtual meeting, and you will be advised of the meeting date and the time slot to present your item.

Applicants should be prepared to share their screen and discuss their proposal. Note that AI note-taking bots/programs are not permitted to run during the meeting.

Meeting attendees include the following:

- Applicant and/or their authorized agent(s) and/or advisors;

- Relevant Town staff; and
- Agency staff, which may include representatives of Halton Region, Conservation Authority, and others as required.

Submission Requirements

The following must be submitted in electronic form (i.e., PDF or JPEG).

- Completed pre-consultation request form signed by the owner/agent
- Cover letter detailing the proposal
- Current aerial photo with the property indicated
- Site Plan (*optional for consent applications, but may assist in the review*)
- Elevations (*optional for consent applications, but may assist in the review*)
- Draft reference plan or severance sketch (*not required for minor variance*)
- [Rental Housing Declaration Form](#)
- Pre-consultation fee(s) – payment instructions will be provided once the application is received and reviewed

Contact planningapps@oakville.ca to request a link to upload the Pre-consultation Request application and materials.

Note: Additional material(s) may be requested as appropriate. A pre-consultation meeting will not be scheduled if materials/fees are missing.

Pre-consultation Request Fee:

Visit the Town of Oakville website: [Oakville Rates and Fees](#) (Planning & Development Fees).

After the Pre-consultation Meeting:

Following the Pre-consultation meeting, a comments report will be provided to the applicant approximately one week after the meeting, identifying key discussion points and issues that should be addressed prior to submitting a formal application.

Confidentiality Note: Any information of a confidential nature that is provided to the Town for review should be marked by the applicant as “In Confidence”.

Pre-Consultation Request Form

The following is to be completed by the Applicant

Proposed Application Type(s): Consent
Minor Variance

LOCATION OF PROPERTY

Address of Subject Lands (*Street Number/Name*):

Legal Description and/or Assessment Roll Number:

REGISTERED PROPERTY OWNER

Name of registered Owner(s) of subject land:

Company name if Owner is a company:

Street Address:

Town/City:

Province:

Postal Code:

Phone Number and Ext.:

Email Address:

APPLICANT OR AUTHORIZED AGENT

Name of Applicant:

Company name if Applicant is a company:			
Street Address:			
Town/City:	Province:	Postal Code:	
Phone Number and Ext.:	Email Address:		
DESCRIPTION OF EXISTING			
Current Use of Property:	Residential	Institutional	Vacant
	Industrial	Agricultural	Other:
	Commercial	Mixed Use	
List any encumbrances on the property (i.e. easements) – include details of those easements:			
Existing Official Plan Designation:			
Existing Zoning:			
Description of existing uses and/or development on the property:			
Previous applications (i.e. Consent, Minor Variance, OPA, ZBA etc.) – list file number(s):			

PROPOSAL DETAILS

Description of the proposed development: *(Indicate precise nature of the proposal and include details such as any variances required or refer to the cover letter).*

SIGNATURES**Owner Name:****Phone Number:****Owner Signature:****Email Address:****Date:****Authorized Agent Name:****Phone Number:****Authorized Agent Signature:****Email Address:****Date:**

Public Record Notice: Under the *Planning Act, R.S.O.1990,c.P.13,s.1.0.1*, all information and material that is required to be provided to the Town respecting planning applications shall be made available to the public.