

Checklist for Voluntary Pre-Consultation for On-Site Stormwater Management (SWM) Program

Supporting Residential Intensification under Bill 23

1.0 Program Purpose:

The *On-Site SWM for Small Residential Infill* program addresses the regulatory gap created by Bill 23, which exempted residential developments of up to 10 units from Site Plan Control. In 2025, Council increased the exemption up to 12 units. The goal of the program is to ensure SWM measures protect existing neighborhoods from flooding due to intensified infill developments. More information can be found at [On-Site SWM Program](#).

2.0 Voluntary Pre-Consultation Process

2.1 Intent:

This process allows applicants to present preliminary development proposals and, for City staff to provide high-level feedback on constraints and requirements before submitting a building permit application to help avoid delays.

2.2 How to Prepare:

1. Proponent will be asked to provide:
 - Proposed building footprint area
 - Proposed driveway and hardscaping areas
 - Total lot area
 - Concept plan
2. Submit the [Pre-consultation Request Form](#).

2.3 What Happens:

1. *Virtual Meeting*: Scheduled within 10 business days of pre-consultation request submission.
2. *Preliminary Concept Presentation*: Applicants outline the proposed development.
3. *Staff Feedback*: Review proposal against [Threshold Checklist](#), provide verbal comments.

2.4 City Deliverables to Applicants:

- *Feedback Form*: Summary of constraints, concerns, thresholds, ECA or EASR requirements (Central) and high-level recommendations.

Where On-Site SWM is required, the Feedback Form will identify which of the following is needed:

- Grading Plan, Servicing Plan, QuickSWM analysis or Stormwater Management Brief. If infiltration methods are proposed, Geotechnical Brief (*note this would broaden the scope for the proponent and reviewer, which may result in delays in receiving approval*).

2.5 Timeline:

- Meeting Scheduled: Within **10 business days** of pre-consultation submission.
 - Feedback Form: Provided **within 3 business days** following the meeting.
 - Process Completion: Targeted **21 calendar days** maximum.
-

3.0 Outcome:

- Applicants receive feedback and a clear path to address SWM requirements.
- Next steps include a submission addressing the specific SWM criteria for formal review and approval.