Cloudpermit Guide & FAQ

The Town of Huntsville uses Cloudpermit for pre-consultation requests. Application and submission resources can be found through this document.

Frequently Asked Questions

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1. **How do I know in Cloudpermit if I need a pre-consultation for my application?**

All Planning applications in the Town of Huntsville will require pre-consultation prior to submission.

In Cloudpermit, when you select the project category for the application during the application creation process, you will be notified that the planning application requires pre-consultation.

Cloudpermit takes you to the pre-consultation request workspace and guides you through filling out the pre-consultation data and uploading the necessary attachments.
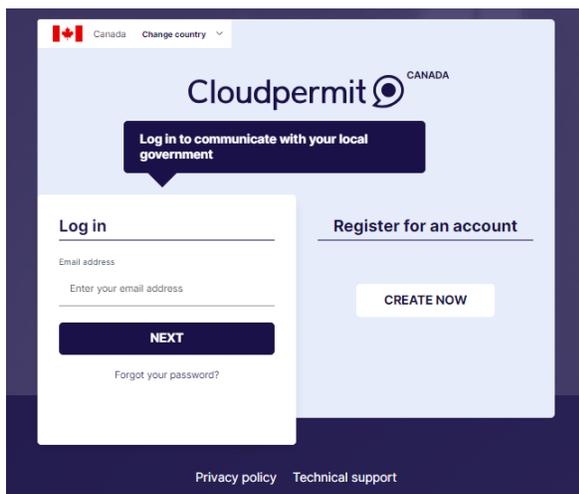
2. **How do I create a pre-consultation request in Cloudpermit?**

The creation of the pre-consultation request in Cloudpermit is a step-by-step process that allows you to add the property location using the interactive map, fill out project information, upload attachments such as draft plans and drawings, invite people to participate in your pre-consultation workspace, and send your complete request to Town Staff via Cloudpermit.

This is your opportunity to provide municipal planning staff with more information about your development plans.

Below is a step by step guide on How to Request a Pre-Consultation:

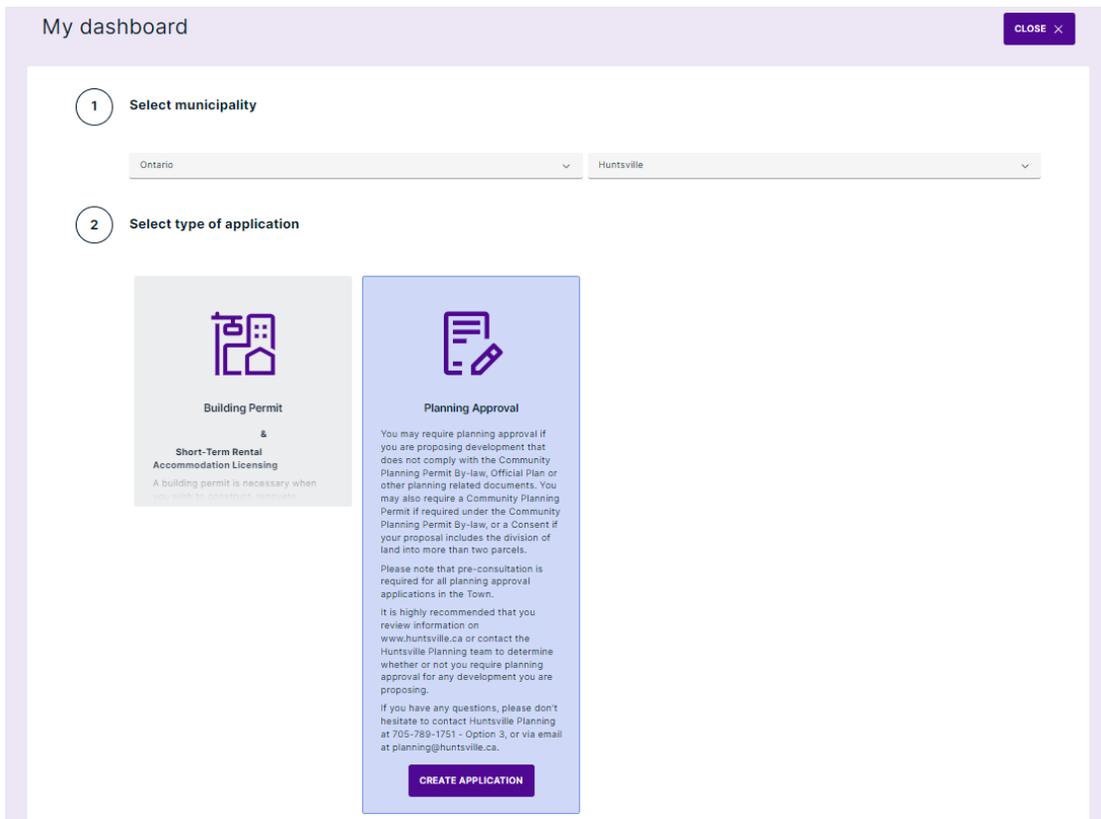**Step 1:** Create a Cloudpermit Account or Login to Cloudpermit if you already have one.

Step 2: Click "Create a New Application" in your dashboard.

Step 3: Select "Ontario as your province and "Huntsville" as the municipality to which you will submit the request.

Step 4: Select "Planning Approval" for the application type and click "Create Application".

Step 5: Select a category. This is the type of application you are hoping to submit. Once selected, each of the categories will provide a brief description of what they entail so you can ensure you are selecting the correct one.


Create a new application

| Category | Project | Location | Summary |

Select category, scope and proposed use for your application

Good to know

Describe the purpose of your application with the category, scope, and proposed use selections. The requirements and the process for your application in Cloudpermit will be set up based on your selections. Click on each category to see detailed definition of the category.

Category

- ⦿ Community Planning Permit
- ◯ Community Planning Permit By-law Amendment
- ◯ Consent
- ◯ Official plan amendment
- ◯ Other Applications

Good to know

Class 1 Community Planning Permit

A Class 1 Community Planning Permit Application is required to authorise types of development that meet all applicable development standards in Community Planning Permit By-law 2022-97, as amended, with no variations required.

There are no public notice requirements associated with a Class 1 Community Planning Permit Application and staff is delegated as the Approval Authority.

Class 2 Community Planning Permit

A Class 2 Community Planning Permit Application is required to authorise types of developments that meet the majority of the applicable development standards in Community Planning Permit By-law 2022-97, as amended; but minor variations are required to some standards prior to permit issuance for the development.

Public notice requirements associated with a Class 2 Community Planning Permit Application include the posting of a notice on the subject lands and on the Town's website. Staff is delegated as the Approval Authority for such applications and the comments received are considered as part of their review. For staff to authorise a Class 2 - Staff Variation to permit the proposed development, the evaluation criteria listed in Section 1.20 of Community Planning Permit By-law 2022-97, as amended, must be met.

To expedite staff's review of your application, and justify the variations requested, a Planning Rational/Justification Report is required and shall detail how the application and supporting materials fulfill variation criteria as outlined in Section 1.20.

Class 3 Community Planning Permit

A Class 3 Community Planning Permit Application is required to authorise types of developments that meet many of the applicable development standards in Community Planning Permit By-law 2022-97, as amended; but major variations are required to some standards prior to permit issuance for the development.

Step 6: If you are creating a new project, you can provide a title for the project. We recommend using the property address and description of the project. For example, "37 Main Street East – Addition".

You can also select an existing project should one have been previously submitted. This option can be used when submitting a concurrent application involving a Community Planning Permit Amendment application and a Consent application, for example.

Create a new application

| Category | Project | Location | Summary |

Project selection

All applications are part of a project which can contain multiple applications. You can select an existing one or create a new project.

SELECT EXISTING PROJECT   CREATE A NEW PROJECT

Name of the project

CANCEL   BACK   NEXT →

Step 7: Select the property location by entering the address or roll number into the search bar or by zooming in and selecting the corresponding property.
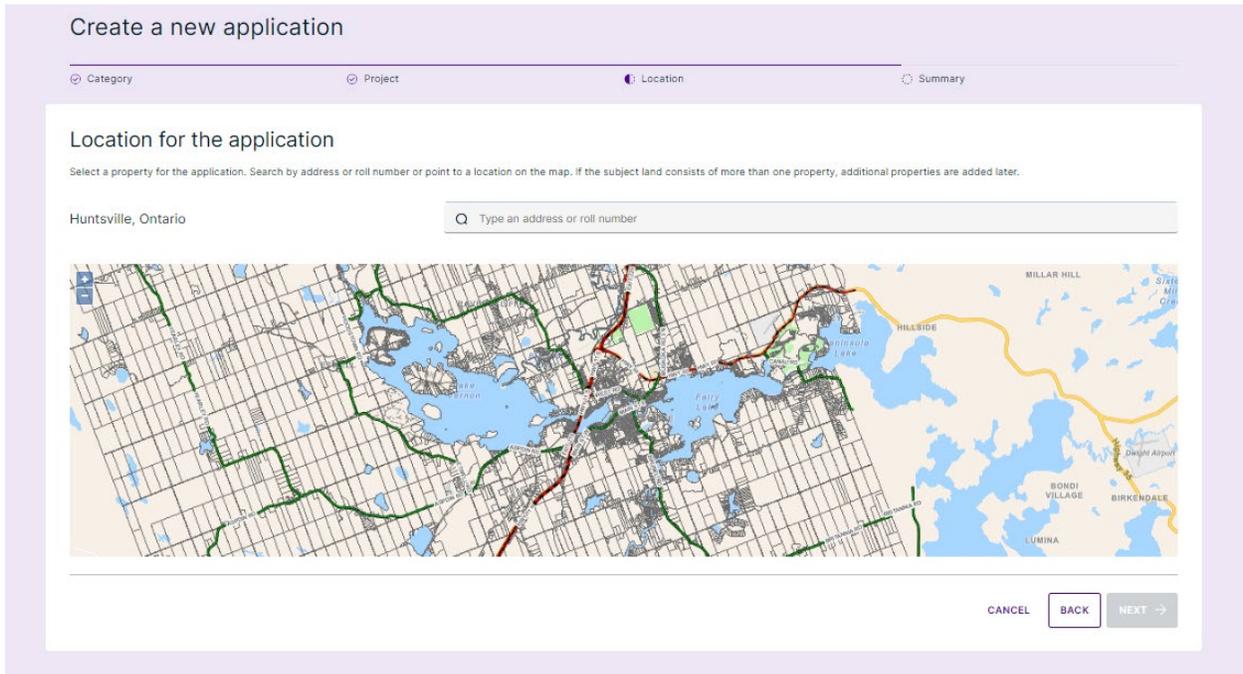
Step 8: Check the data you have filled out in the "Summary" view. Click "Back" to return to the previous views if you need to change the data. When you're finished, click "Finish & Create."
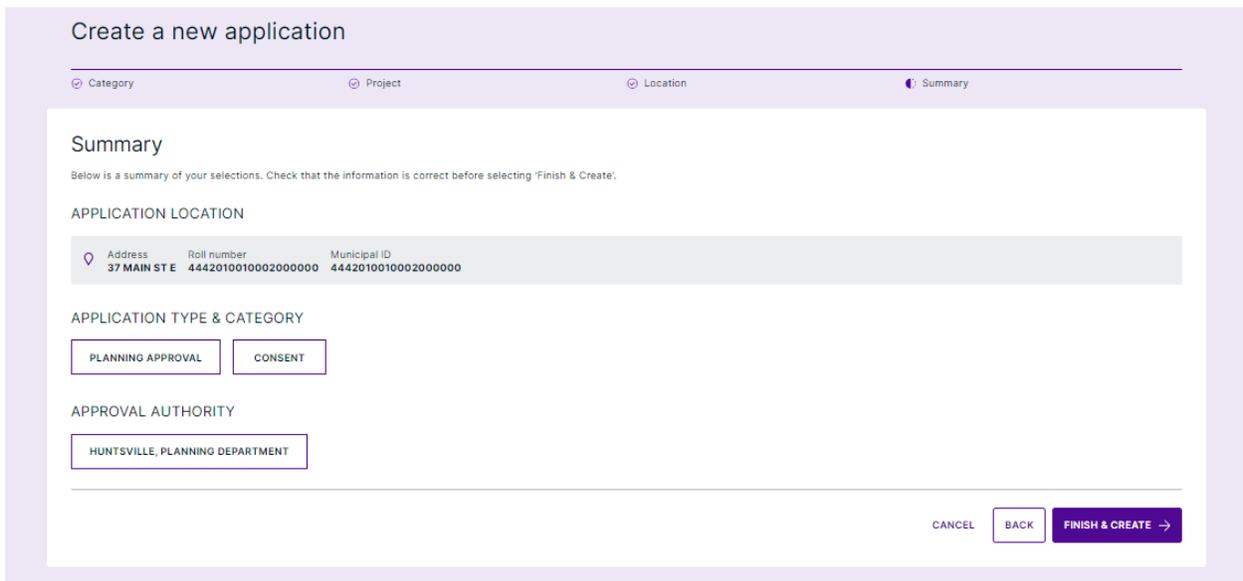
Step 9: Cloudpermit will take you to the pre-consultation request workspace once you have created a draft application.

In this workspace, you can take the following actions:

- You can communicate with the application's parties and the municipal department using the workspace header's in-built messaging feature. The messaging workspace will be opened when you click the "Show message" link.
- You can configure your application's email notifications by enabling or disabling them in the workspace header. Cloudpermit recommends allowing them so that you can better follow up on the actions in your application workspace.
- You can invite parties to participate in your workspace, such as planning consultants, property owners, and other planning professionals.
- Attachments such as site plans and other documents can be added to the pre-consultation request to help planning authorities better understand your land development plans.

Step 10: Fill out the pre-consultation request form and upload the required attachments. Forms will be visible in the "Project Data" section. Click on the form to be taken to the form view, which allows you to fill out the required fields. Cloudpermit saves your changes to the form automatically.

Step 11: Once you've entered all the needed data, click "Request Pre-Consultation" at the top of the workspace.

Step 12: Your pre-consultation request has been submitted to the Huntsville Planning Department. The status of the request is "Submitted." Once staff begin the pre-consultation process, its status will change to "In Process."

Step 13: Payment for the pre-consultation. Once Staff receive your request, an invoice will be generated for the pre-consultation fee in Cloudpermit. An email will be sent to you with the corresponding amount and payment instructions. Payment can be processed in-person at Town Hall, by cheque, or over the phone.

3. What if I completed a pre-consultation outside of Cloudpermit?

If you completed a pre-consultation with a member of the Town of Huntsville's Planning Department outside of Cloudpermit, you will still be required to go through Steps 1-9 in the "How to Request a Pre-Consultation" Guide. This is required in order for you to set up the workspace. Once in the workspace, when you select the "Pre-consultation Form" you will be asked if you have already received a record of pre-consultation. Here, you can select "Yes" and input the details. Please ensure to upload your record of pre-consultation if available in the attachments section.

4. What is the purpose of the pre-consultation meeting?

Once the pre-consultation request application has been submitted to the municipality, planning staff will review the submitted documents and provide applicants with comments and next steps. For multi-residential, commercial, institutional, or industrial proposals, or proposals that effect other external agencies, Staff can schedule a pre-consultation meeting. These are held virtually and allow municipal staff the ability to invite all necessary parties to the meeting by distributing the invitation via the Cloudpermit pre-consultation request workspace.

Authorities and other interested parties can comment on your development proposal and highlight important issues to consider during the pre-consultation meetings. The parties can review the location information, development plans, and studies sent with the pre-consultation request. As a result, the planning application process will result in faster approvals and fewer changes.

5. How do I know the pre-consultation is over and what happens after the pre-consultation phase?

When the pre-consultation process is finished, planning staff will mark the pre-consultation request step as "completed" and prepare a draft planning application in Cloudpermit's "application" tab, which is located next to the "pre-consultation" tab at the top of the workspace. The completion and outcome of the pre-consultation will be communicated via email to all parties involved in the pre-consultation request, along with a link to the pre-consultation workspace.

You can review the draft application so that you can move forward with preparing the required documents for your application submission.

When you have all required documents prepared, you can work towards filling out the application and uploading all required attachments. The "Required Tasks" progress bar in the planning application workspace shows you what you need to do in the application workspace before you can send it to the planning department for approval.

6. How to Complete and Submit an Application (Party Roles, Application Data & Attachments)

Before sending an approval application to the municipal planning department through Cloudpermit, applicants usually have to fill out the missing party roles, application data, and upload required attachments.

The "Required Tasks" progress bar at the top of the application workspace will display required actions from applicants before proceeding to the next step. These required actions appear as red dots next to the action in the progress bar. When the action is complete, the red spot turns green. Once all spots are green, the approval application is ready for the next step.

CURRENT STEP: DRAFT **1 / 11** NEXT STEP: SUBMITTED

REQUIRED TASKS

Parties	Application	Attachments	Fees & Payments
⚠	⚠	⚠	○

ⓘ Add required application parties: Agent, Property owner

ⓘ Make sure you have filled in all required form fields.

ⓘ Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

Go to the "Parties to the Application" section to add the required parties to the application. *Note that you must always add an Agent and a Property Owner roles to your approval application. You will automatically become an applicant for the application once you begin the approval application.*

PARTIES TO THE APPLICATION   Close ⌃

Cloudpermit (Fred Builder) ✎
Workspace creator

Applicant
Agent
Property owner

fredbuilder8@gmail.com
+1 123-345-5-67

Scroll down to "Application Data." Cloudpermit provides you with the application data that your municipal planning authority has pre-configured based on the category, scope, and proposed use you have chosen.

From the drop-down menus, choose "Scope" and "Proposed Use." These options are determined by the type of your application. Cloudpermit saves changes to the form automatically.

To enter the form workspace, click on the form. Fill out the form with the required data denoted by an asterisk (*). Cloudpermit automatically saves changes.

Scroll down to "Attachments." The required attachments are listed in this view. For assistance with uploading attachments, please review the FAQ titled "*How to upload attachments to the application workspace*."

Your approval application is ready to be signed off and submitted once you have added the required party roles, completed the application data and uploaded the required attachments. The next step will be to digitally sign off on the approval application. For assistance with signing off your application, please review the FAQ titled "*How to sign off, upload and download an affidavit and submit the planning approval application*."

7. **How to sign off, upload and download an affidavit and submit the planning approval application**

After filling out the application information, the applicant must sign it and send it into the municipality. Huntsville planning applications an affidavit to be filled out on the sign-off form. All PDFs are downloadable in the "Sign-Off" workspace of the application.

Please see the steps below for How to Sign off an Application:

Step 1: In your Cloudpermit workspace, once you have filled out the application form and uploaded all required attachments, you will need to sign off the application. The "Required Tasks" progress bar shows that all requirements are met in your approval application.

Step 2: Click "Sign Off Application" in the top right-hand corner of the workspace.

Step 3: In the Sign-Off view, scroll down to the "Affidavit and Signatures" section. At the bottom of the section, you will find a list of roles that must sign off on the application. The declaration may require the signature of an Agent or a Property Owner, depending on the scope of your application and proposed use.

APPLICANT

I, Fred Builder, do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership. By signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Notice with respect to collection of personal information

I/We also acknowledge that the information requested on this application is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process the application to the Committee of Adjustment. The name and business address of the Applicant and/or authorized Agent is public information. The address of the property, which is the subject of the application, is also public information. Please be advised that any personal information i.e. name and address may become part of a public record in an electronic form, i.e. web site and/or paper format, i.e. agenda or minutes.

Species at risk acknowledgement

Ontario's Endangered Species Act protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledged that it is my sole responsibility as the Applicant to comply with the provisions of the Endangered Species Act, 2007, S. O. c.6. This could require me to register an activity, get a permit or other authorization from the Ministry of Natural Resources and Forestry (MNRF) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any Planning Act, R.S.O. 1990, c.P.13 approval given by the City does not constitute an approval under the Endangered Species Act, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MNRF prior to conducting any activity that may affect an endangered or threatened plant or animal or its habitat.

SIGN OFF 🖉

AGENT

I, Fred Builder, do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the Agent is a corporation or partnership, I have the authority to bind the corporation or partnership. By signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Notice with respect to collection of personal information

I/We also acknowledge that the information requested on this application is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process the application to the Committee of Adjustment. The name and business address of the Applicant and/or authorized Agent is public information. The address of the property, which is the subject of the application, is also public information. Please be advised that any personal information i.e. name and address may become part of a public record in an electronic form, i.e. web site and/or paper format, i.e. agenda or minutes.

SIGN OFF 🖉

PROPERTY OWNER

Notice with respect to collection of personal information

I/We also acknowledge that the information requested on this application is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process the application to the Committee of Adjustment. The name and business address of the Applicant and/or authorized Agent is public information. The address of the property, which is the subject of the application, is also public information. Please be advised that any personal information i.e. name and address may become part of a public record in an electronic form, i.e. web site and/or paper format, i.e. agenda or minutes.

Permission to enter upon the subject land and premises

I hereby authorize the members of the Committee of Adjustment and/or members of the staff of the City to enter upon the subject lands and premises for the purpose of evaluating the merits of this application. This is their authority for doing so.

SIGN OFF 🖉

UPLOAD AFFIDAVIT

1. Download the pre-filled affidavit as PDF file by clicking the button "Download affidavit".
2. Print out the downloaded file and acquire signature from the Commissioner.
3. Scan the signed affidavit as new PDF file and upload it back here by clicking the button "Upload affidavit".

DOWNLOAD AFFIDAVIT ⤓   **UPLOAD AFFIDAVIT** ＋

ⓘ Application needs to be signed off by the Applicant
ⓘ Application needs to be signed off by the Agent
ⓘ Application needs to be signed off by the Property owner

Step 4: If you have given yourself the required roles in the "Parties to the Application" section, click "Sign Off" on each section. Cloudpermit trickers the role from your party card.

Applicants may give themselves multiple roles in the application. If you are acting, for example, as a property owner, payer, or agent in your application, you can designate yourself in those roles in the "Parties to the Application" section. The number of assigned roles is not limited.

Step 5: Download, sign and upload the affidavit. You must provide the affidavit, the sign-off form requires it. Click "Download Affidavit," fill out the form, click "Upload Affidavit."

SIGN OFF ✎

UPLOAD AFFIDAVIT
1. Download the pre-filled affidavit as PDF file by clicking the button "Download affidavit".
2. Print out the downloaded file and acquire signature from the Commissioner.
3. Scan the signed affidavit as new PDF file and upload it back here by clicking the button "Upload affidavit".

DOWNLOAD AFFIDAVIT ⤓   UPLOAD AFFIDAVIT +
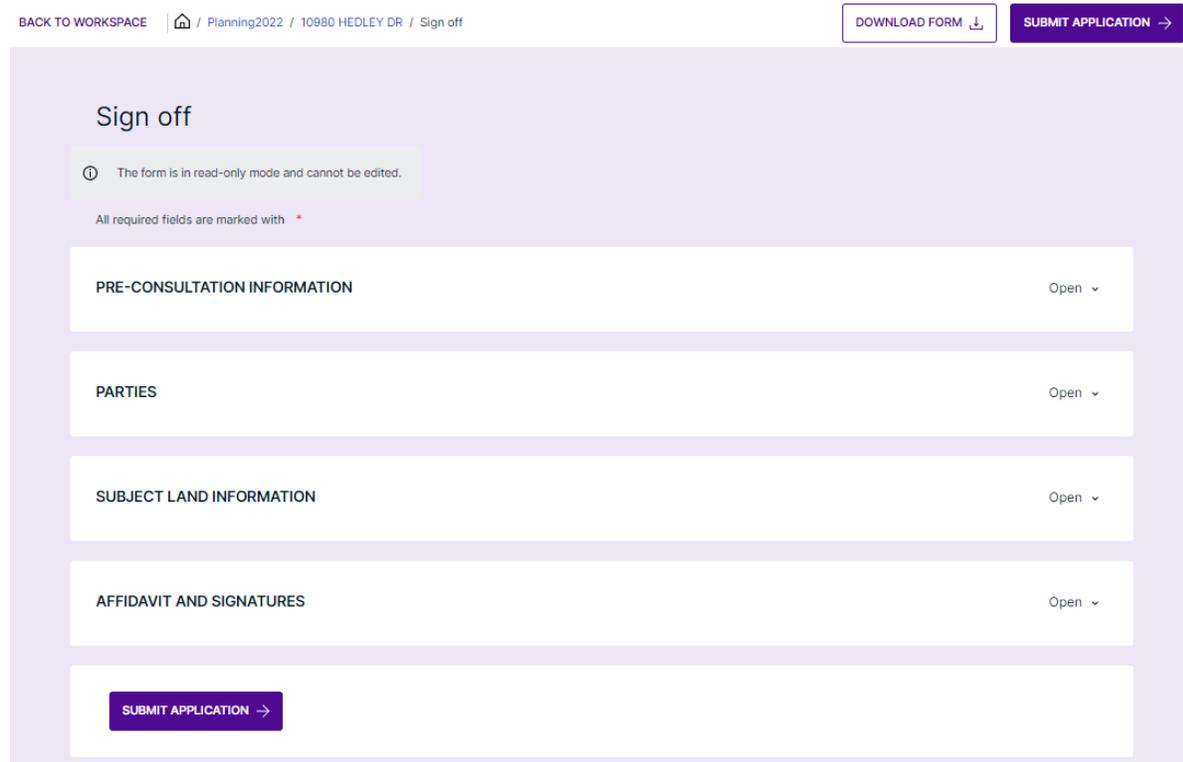
Step 6: You can ensure the affidavit PDF has been uploaded to the approval application when you receive this message on the sign off form.

UPLOAD AFFIDAVIT
1. Download the pre-filled affidavit as PDF file by clicking the button "Download affidavit".
2. Print out the downloaded file and acquire signature from the Commissioner.
3. Scan the signed affidavit as new PDF file and upload it back here by clicking the button "Upload affidavit".

✎ Uploaded by **Fred Builder** 2022-11-04, 7:54 a.   CA-3539033-P-2022-83-sign-off-form.pdf   Remove

DOWNLOAD AFFIDAVIT ⤓   UPLOAD AFFIDAVIT +

Step 7: Click "Submit Application" at the top of the Sign-Off workspace.

BACK TO WORKSPACE | ⌂ / Planning2022 / 10980 HEDLEY DR / Sign off   DOWNLOAD FORM ⤓   SUBMIT APPLICATION →

Sign off

ⓘ   The form is in read-only mode and cannot be edited.

All required fields are marked with *

PRE-CONSULTATION INFORMATION   Open ˅

PARTIES   Open ˅

SUBJECT LAND INFORMATION   Open ˅

AFFIDAVIT AND SIGNATURES   Open ˅

SUBMIT APPLICATION →

Step 8: The approval application has been submitted to your municipal planning department and is waiting for the review.

8. **How to upload attachments to the application workspace**

The municipality sets the required attachments for each application type to ensure only valid applications with the right attachments are submitted. When you upload attachments to your application, you can choose whether to show the attachments to everyone in the workspace or just to yourselves and the authorities in the municipality.

Even if you attach a file to your application, you may still have to meet other requirements before you can submit it. In the application workspace, the progress bar shows the steps you need to take before submitting the application.

You may remove an uploaded file from your draft application before submitting it. Once you have uploaded a file and submitted your application, you cannot remove the file from the application.

In the application workspace, scroll down to "Attachments."

The required attachments have been listed under the "Required attachments" section. The red color symbol beside the application type denotes that the attachment is required and not uploaded yet.

You have two options to upload the required attachments:

- Selecting files from your computer
- Dragging and dropping files from your local folders to the drag and drop zone in the "Attachments" section.

If you are **s**electing files from your computer, click the link "Click here" and select the file from your computer's folders.

If you are dragging and dropping the file, select the file from your local folder. Drag and drop the file to the drag and drop zone in the "Attachments" section.

Select the attachment type from the "Type" drop-down list. In order to satisfy the attachment requirement, the identical attachment type must be selected.

Include a "drawing number" as well as a description. These are optional, but recommended if you plan to upload multiple files of the same type.

Select your file visibility. If you select "Everyone", all users in the workspace can view your attachment. If you select "Restricted", your attachment is visible only to yourself and municipal authority users.

ATTACHMENTS

Close ⌃

CE1.PNG (30.2 KB)

100 % 🗑

Type

1 ✕ Architectural drawing ⌄

Drawing number

1

Description

File visibility EVERYONE RESTRICTED Visible to everyone (default)

DONE ✓   CANCEL ✕

No attachments

Click "Done."

Your attachment has been uploaded successfully. Cloudpermit converts all attachments to the archivable PDF format.

BACK TO DASHBOARD 🏠 / dsafd / 22499 VANNECK RD

MORE ACTIONS ⌄   REQUEST PRE-CONSULTATION →

✅ **Success** ✕

Attachment converted to archivable PDF

is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually

Filter attachments   FLOOR PLANS   SITE PLAN

🔍 Search

DOWNLOAD ALL ↧

☐	Attachment type	Filename	Status	Visibility	Modified	
☐ ⌄	Floor Plans	9.pdf Version 1	New version	RESTRICTED	2022-06-21, 8:50 a.m. Fred Builder	⋮
☐ ⌄	Site plan	2.pdf Version 1	New version		2022-06-21, 8:39 a.m. Fred Builder	⋮

9. **Are there any instructional videos on how to submit a planning application on Cloudpermit?**

Yes, a Public Information Session was led by a Cloudpermit representative on June 5th, 2024 via Zoom. The Public Information Session includes details on how to submit planning pre-consultations, and applications. To watch the webinar, visit the Town of Huntsville [YouTube Channel.](#)