Pre-Application Meeting Guide Information Bulletin

Last Updated: October 2026

This bulletin is for information only and can change at any time.

Purpose

A Pre-Application Meeting provides an opportunity to discuss a development proposal with City staff before submitting a formal application. The meeting provides preliminary feedback on the proposal and helps identify requirements for moving forward.

Pre-Application Meetings are encouraged for more complex development proposals but are not mandatory. Feedback is preliminary and does not constitute City approval or support of a proposal.

1. Request a Meeting

Contact Current Planning at planning@vernon.ca to request a Pre-Application Meeting.

Planning staff will review your request and determine whether a meeting is appropriate or whether your questions can be addressed as a general planning inquiry.

2. Provide Information

If a meeting is appropriate, you will be asked to provide enough information for staff to understand and review your proposal, including:

- civic address;
- description of the proposal; and
- preliminary plans or drawings showing the proposed development.

3. Pay the Fee

A $250 Pre-Application Meeting fee may be required. The meeting may be scheduled before payment is made; however, the fee must be paid before the meeting is held.

4. Attend the Meeting

The assigned Planner will coordinate the meeting with you and appropriate City staff.

The meeting provides an opportunity to:

- receive preliminary feedback on the proposed development; and
- understand preliminary requirements for submitting a formal application.

Discussion may include applicable City policies and bylaws, required applications or permits, engineering requirements, and required supporting information or studies.

5. Receive a Meeting Summary

Following the meeting, the assigned Planner will provide you with a written summary of the key requirements, comments and next steps.

Comments are valid for six months from the meeting date and may change if the proposal is substantially revised, new information becomes available or applicable City requirements change.

6. Submit Your Application

When you are ready to proceed, complete the City's Development Application Form and submit it with the applicable supporting documents. The application form identifies the supporting documents required for each application type.

Completed applications and supporting documents can be submitted to planning@vernon.ca.

Ready to Get Started?

Contact Planning & Community Services at planning@vernon.ca to request a Pre-Application Meeting or for assistance with submitting a development application.