

# Development Applications

## Pre-Application Consultation Information Package

### THIS PACKAGE PROVIDES INFORMATION AND FORMS FOR THE MANDATORY PRE-APPLICATION CONSULTATION (PRE) PROCESS USED FOR ALL DEVELOPMENT APPLICATIONS

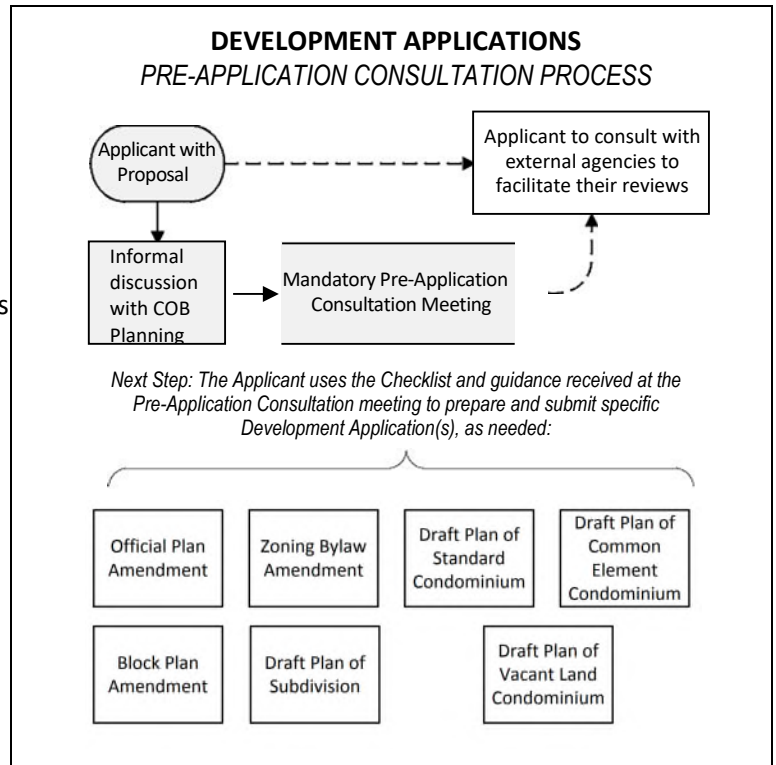
There are several types of development review applications that manage different aspects of development in the City of Brampton. They include:

- Official Plan Amendments
  - o Block Plan
  - o Secondary Plan
- Zoning By-Law Amendments
- Draft Plan of Subdivision
- Various types of Draft Plan of Condominium

Through informal discussions with Planning and Development Services Division (PDSD) staff, Developers can learn which of these application types apply to their proposal.

Most of these application processes require the Developer to attend a mandatory Pre-Application Consultation meeting to identify:

- Any related required application processes;
- The materials (drawings, reports, other, etc.) needed to apply for the selected development application type; and
- Any major issues that will need to be addressed in the initial submission to receive approval through the process.



#### Benefits of Following PRE Application Guidance

The Applicant receives several benefits from carefully following the guidance (in the form of a Checklist and Comments) provided at the Pre-Application Consultation meeting, including:

- Fewer requests for additional materials;
- Faster processing of the development application because a review cannot proceed with missing information; and
- Minimized re-work on proposal.

#### Applicability of Development Application Types

##### Official Plan Amendment

If you want to use your property or develop it in a way that conflicts with the municipal official plan an amendment to the plan will be needed. For further information, consult the Ontario Official Plans Brochure at: <http://www.mah.gov.on.ca/AssetFactory.aspx?did=11149>



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### Zoning By-Law Amendment

If you want to use or develop your property in a way that is not allowed by the Zoning By-Law, you may apply for a Zoning By-law amendment or a “rezoning”. Such amendments can only be considered by City council if the new use is allowed by the official plan. For further information, consult the Ontario Zoning Brochure at <http://www.mah.gov.on.ca/AssetFactory.aspx?did=11156>

### Plan of Subdivision

You must apply for a Plan of Subdivision when you wish to subdivide your property. For further information, consult the Ontario Subdivision Brochure at <http://www.mah.gov.on.ca/AssetFactory.aspx?did=11160>. If your proposal involves creating a lot or two, you may seek approval for a “land severance”. For further information, consult the Ontario Land Severances Brochure at <http://www.mah.gov.on.ca/AssetFactory.aspx?did=11166>

### Plan of Condominium:

Condominiums are a form of property ownership in which title to a unit, such as an individual apartment in a high-rise building, is held by an individual together with a share of the rest of the property, which is common to all of the owners. Condominiums can involve a brand new development, or an existing rental project which is converted to condominium ownership. They can apply to any type of residential building as well as commercial and industrial areas. A condominium plan is like a plan of subdivision in that it is a way of dividing property. Similarly, plans of condominium must be approved, or in some cases granted an exemption from approval, by an approval authority.

### Applying for a Mandatory PRE-Application Consultation Meeting (PRE)

Once Planning staff, in consultation with the Applicant, determines which development application type is required, the Applicant will:

1. Register an account with BramPlanOnline by visiting [www.brampton.ca/bramplanonline](http://www.brampton.ca/bramplanonline)
2. Fill in all required data fields
3. Submit the required documents (Cover Letter, Registered Owner’s Authorization Form, Concept Plan and others as relevant)
4. After submission, and after Completeness Review - Pay the appropriate fee as per ‘Fee Calculation Sheet’

*Where appropriate, minor extensions beyond the one year expiry of a pre-con may be granted subject to approval of the Director of Development Services.*

### Contact Information and Correspondence

In order to ensure efficient and uninterrupted communications during the consultation process, the Owner(s) or Applicant/Agent(s) shall notify the City of any changes to the contact information provided in the Application Form.

Correspondence and/or notices from the City will be directed to the Owner(s) in accordance with the information provided in the Application Form, as amended, or where an Applicant/Agent(s) has been appointed, the Agent(s) unless otherwise required by applicable law. For these purposes, all registered non-individual Owner(s) (i.e. partnerships, corporations) shall provide a *project or development name* in Section 1 of the Application Form.

### Agent as Applicant and Registered Owners’ Authorization

The Development Application Consultation Form is to be completed by the registered Owner(s) of the property or an Agent appointed by the registered Owner(s) of the property as Applicant. If an Agent submits the Application Form as Applicant, the ‘Registered Owner’s Authorization’ under Section 5 must be completed and signed by the registered Owner(s) of the property.

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### Materials Required for Pre-Application Consultation Meeting (PRE)

The Pre-Application Consultation meeting materials required are a Cover Letter, Registered Owner's Authorization Form, and a Concept Plan. The quality and quantity of information provided has a direct impact on the ability of staff to understand the proposal and to formulate appropriate and useful guidance. Development Services requests that the applicant provide any additional documents as relevant, to allow staff to provide the most meaningful feedback possible.

### Concept Drawing Requirements

- Title Block with Title, Date and Version of Drawing
- All drawings must be drawn to scale (Preferred scales of 1:200 or 1:500)
- All measurements shall be in **metric** units only.
- North arrow
- Key plan showing the location of the site within the City of Brampton
- Reference to the nearest intersection of public roads
- Municipal or legal address of proposed development
- Must be professionally prepared.
- Where applicable, drawings must be stamped by registered engineers and/or Ontario Land Surveyors.
- All drawings must be folded to 8<sup>1</sup>/<sub>2</sub>" x 11" size.

### Naming Convention for Submitted Materials

All electronic files provided as part of an application shall be in a PDF format and follow this naming convention:

*PROPERTY ADDRESS OR PROJECT ID\_NAME OF DRAWING OR REPORT.PDF*

### Examples of Additional Relevant Materials

Additional studies may be required at the full development application stage. During the pre-application consultation (PRE) meeting Planning staff will advise if any of the following or other materials are required as part of a formal development application:

Acoustical Report (or Noise Impact Study)  
 Arborist Report (Tree Survey/Preservation Plan)  
 Archaeological Assessment and/or Study  
 Concept Site Plan and/or Tertiary Plan  
 Environmental Impact Study/Report  
 Environmental Implementation Report  
 Erosion and Sediment Control Plan  
 Facility Fit Plan  
 Financial Impact Study  
 Functional Servicing Report  
 Geotechnical Report  
 Heritage Impact Assessment  
 Heritage Conservation Plan  
 Heritage Building Protection Plan  
 Hydrogeological Report  
 Landscape Works Cost Estimate  
 Lighting/Photometric Plan, Light Spread Pattern  
 Market Impact/Planned Function Study  
 Master Environmental Servicing Plan

Park Concept Plan  
 Planning Justification Report  
 Sediment/Erosion Control Plan  
 Site Servicing, Grading and Drainage Plan  
 Site Remedial Studies which may include:  
 - Phase I Environmental Site Assessment ESA  
 - Phase II ESA  
 - Record of Site Condition  
 - Remedial Work Plan  
 - Site Clean-up Report  
 Sun/Shadow Study or Diagram  
 Storm water Management Brief and/or Report  
 Sustainability Score and Summary  
 Top of Bank Demarcation  
 Traffic Impact Study  
 Truck Swept Path Plan  
 Urban/Civic Design Brief  
 Vegetation Study  
 Vibration Analysis

If any of these items are available at the time of the PRE it is at the discretion of the Applicant to supply them or not.



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### Applicable Fees

The fees are **non-refundable** and will be accepted only after the PDSO determines that a consultation application contains the information and materials required for the review. Fees may be paid by way of cash, debit, credit card or cheque.

### Additional External Authorities/Entities Review Processes

The Applicant is advised that a development proposal may be subject to review and comment by other agencies in accordance with their respective approval processes. The Applicant may be required to submit separate additional applications and fees to the respective authorities. Applicants are encouraged to contact the authorities impacted by a development proposal to determine if additional requirements apply. Depending on the specific proposal these authorities may include:

- Adjacent Municipalities
  - Cities: Vaughan, Toronto, Mississauga, Halton Hills, Caledon
  - Regions: Halton, York, Toronto
  - Region of Peel 905-791-7800 ext. 4347
- Conservation Authorities
  - Credit Valley 905-670-1615
  - Toronto and Region 416-661-6600
- Ontario Ministries
  - Environment 416-325-4000
  - Infrastructure 877-863-9672
  - Natural Resources 905-713-7400
  - Transportation 905-704-2989
- Railways
  - CN Rail 905-760-5007
  - Orangeville and Brampton 416-807-0948
- Airports
  - GTAA 416-247-7678
  - NavCanada [landuse@navcanada.ca](mailto:landuse@navcanada.ca)
- Various Utilities
  - Alectra Utilities 905-840-6300
  - Telephone and cable companies, gas distribution and transmission companies, etc.

### City of Brampton Additional Information

Accessibility Standards	<a href="mailto:accessibility@brampton.ca">accessibility@brampton.ca</a>
Brampton Transit	905-874-2750
Development Charges	<a href="mailto:admin.development@brampton.ca">admin.development@brampton.ca</a>
Heritage Planning	<a href="mailto:heritage@brampton.ca">heritage@brampton.ca</a>
Official Plan	<a href="http://www.brampton.ca/EN/Business/planning-development/policies-master-plans/Pages/Official-Plan.aspx">http://www.brampton.ca/EN/Business/planning-development/policies-master-plans/Pages/Official-Plan.aspx</a>
Parkland Dedication (Cash-in-Lieu)	<a href="mailto:managerrealtyservices@brampton.ca">managerrealtyservices@brampton.ca</a>
Public Works – Road Occupancy Permits	905-874-2500
Secondary Plans	<a href="http://www.brampton.ca/EN/Business/planning-development/policies-master-plans/Pages/Secondary-">http://www.brampton.ca/EN/Business/planning-development/policies-master-plans/Pages/Secondary-</a>
Urban Forestry – Tree Cutting	905-874-2906
Zoning By-Law	<a href="http://www.brampton.ca/EN/Business/planning-development/zoning/Pages/ZoningOnline.aspx">http://www.brampton.ca/EN/Business/planning-development/zoning/Pages/ZoningOnline.aspx</a>