

# Site Plan Review Information and Application Form

City File #: \_\_\_\_\_

<input type="checkbox"/> Pre-Application Consultation Request Date: _____	<input type="checkbox"/> Limited Site Plan Review Application Date: _____	<input type="checkbox"/> Basic Site Plan Review Application Date: _____	<input type="checkbox"/> Full Site Plan Review Application Date: _____
For Basic Reviews, indicate type: _____		<input type="checkbox"/> Telecommunication Tower	
Please indicate if this site plan development will also require a Plan of Condominium application		<input type="checkbox"/> Other _____	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 1. APPLICANT AND OWNER INFORMATION:

**Applicant Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**City/Province:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Postal Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Owner Name(s):** \_\_\_\_\_  
*(If different from Applicant information above.)*  
**Address:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_  
**City/Province:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Postal Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## 2. SITE INFORMATION:

**Municipal Address:** \_\_\_\_\_ **Ward #:** \_\_\_\_\_  
**Legal Description:** \_\_\_\_\_ **Assessment Roll Number:** \_\_\_\_\_  
**Area (ha):** \_\_\_\_\_ **Width (m):** \_\_\_\_\_ **Frontage (m):** \_\_\_\_\_ **Depth (m):** \_\_\_\_\_  
**Registered Plan:** \_\_\_\_\_ **Reference Plan:** \_\_\_\_\_

## 3. PROPOSAL INFORMATION *(Provide sufficient information to describe the scale and scope of the proposal.):*

**Description:** \_\_\_\_\_

	Existing	Proposed	Total
Building Coverage (%):	_____	_____	_____
Building Height (m):	_____	_____	_____
Number of Storeys:	_____	_____	_____
Number of Units:	_____	_____	_____
Gross Floor Area (m <sup>2</sup> ):	_____	_____	_____
Number of Parking Spaces:	_____	_____	_____

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## 4. PLANNING INFORMATION

Existing Official Plan Designation: \_\_\_\_\_ Any changes required? \_\_\_\_\_

Existing Secondary Plan Designation: \_\_\_\_\_ Any changes required? \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Any changes required? \_\_\_\_\_

Related Applications (Complete as applicable)	What Type?	Is an Application Required?		Has an Application Been Submitted?		File Number	Status of the Applications?
	Variance, Consent, OPA, ZBA, SB, CDM	Yes	No	Yes	No	#	Public Meeting, Approval, Refusal, etc.
Application to Committee of Adjustment							
Other Applications: _____							

List any known easements, rights-of-way or restrictive covenants affecting the site? Or indicate Not Applicable: _____			
Type	Number	In favour of: (entity name)	Shown on Site Plan?

## 5. REGISTERED OWNER'S AUTHORIZATION - To be completed by the registered owner(s)

I (we), \_\_\_\_\_ am (are) the registered owner(s) of the subject site.  
 (type or print name(s) of owner(s))

I (we) authorize \_\_\_\_\_ to prepare, submit and speak to this request for a Pre-  
 (type or print name of applicant)

Application Consultation or application for Site Plan Review, on my (our) behalf.

Owner Signature(s): \_\_\_\_\_ Dated: \_\_\_\_\_  
 \_\_\_\_\_ Dated: \_\_\_\_\_

**NOTE: Unit owners within a Peel Standard Condominium Corporation are to secure authorization from the Directors of the Condominium Corporation in a form satisfactory to the City of Brampton, prior to submission of an application. Signatures from all Members of the Board of Directors are required.**

## 6. ACKNOWLEDGEMENTS AND DECLARATION

I (we) confirm that the drawings and materials submitted in support of this application are complete and have been submitted in accordance with the requirements of the Site Plan Review Process User Guide (the "Site Plan Guide"). I (we) understand that this application may not be accepted as 'complete' until such time as the Planning and Development Services Department is satisfied with the content and form of the drawings and materials submitted in support of this application. I (we) confirm that I (we) have read the Site Plan Guide and understand that an application may be closed by the Corporation of the City of Brampton (COB) due to an extended period of inactivity or the Planning and Development Services Department may issue a "Refusal" decision if critical issues, such as requests for changes to this application or additional information, are not provided by the applicant to the COB.

I (we) agree and acknowledge that this application and any supporting material, including any studies and drawings, filed in support of this application, is public information, and forms part of the public record. I (we) hereby consent to the COB making copies of and releasing this application and any supporting information for COB's use in the processing of this application or at the request of a third party, without further notice to or permission from the applicant.

I (we) hereby state that I (we) have the authority to bind my (our) consultants to the terms of this acknowledgement and declaration.

I (we) hereby declare that the statements made by me (us) in this application, are to the best of my (our) belief and knowledge, a true and complete representation of the purpose and intent of this application.

Applicant or Owner Signature(s): \_\_\_\_\_ Dated: \_\_\_\_\_  
 \_\_\_\_\_ Dated: \_\_\_\_\_

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## G. Materials Required for Site Plan Review

### (i) Basic Required Materials

The following table specifies the type and number of materials required by each Site Plan Review stream:

Required Drawings <sup>1</sup> and Materials Description and Specifications	# of Paper Copies <sup>2</sup> required in each stream					Digital Versions Required
	Exclusion Confirmation	Limited	PAC	Basic	Full	
Cover letter describing the proposal	See Note <sup>6</sup>	Digital or scanned submissions only.	1	1	1	PDF <sup>3,4</sup>
Original Completed Application Form +			6	6	6	PDF <sup>3,4</sup>
PAC Supplied Checklist				1	1	PDF <sup>3,4</sup>
Site Plan			6	25	25	PDF <sup>3,4</sup> + CAD <sup>4,5</sup>
Building Elevations/Line-of-Sight			6	6	6	PDF <sup>3,4</sup>
Floor and Roof Plans			As Applicable	4	4	As required for Limited
Landscape Plan Drawings			As Applicable	10	10	As required for Limited
Site Servicing and Grading Drawings			As Applicable	9	9	As required for Limited
Sustainability Score and Summary (if required)					5	PDF <sup>3,4</sup>
Storm Water Management Reports				4	4	PDF <sup>3,4</sup>
Legal Survey (most current version)				2	2	As required for Limited
Other Required Materials or Reports				5	5	PDF <sup>3,4</sup>
3D Model (for developments with 6 or more stories)				1	1	PDF <sup>3,4</sup> / CAD <sup>4,5</sup>
Final Drawings Submitted for Approval				8	8	PDF <sup>3,4</sup> + CAD <sup>4,5</sup>
As-Built Records (Required prior to securities release)						CAD <sup>4,5</sup>

#### Notes:

1. All drawings are to be prepared according to the Drawing Requirements in section C.13 below.
2. All paper drawings are to be supplied individually folded in 8<sup>1</sup>/<sub>2</sub>" x 11" format. **Rolled drawings cannot be accepted.**
3. A scanned or digital copy of the original completed application form, drawing, report or other item in pdf file format.
4. To be supplied on CD, DVD or USB memory stick.
5. See Digital Submission Standards (DSS) in Appendix A. Questions on DSS can be sent to [gis.planning@brampton.ca](mailto:gis.planning@brampton.ca).
6. Preferred format for Confirmation of Exclusion site plans is an electronic version (PDF) of 11" x 17" drawings.

### (ii) Additional Materials

During the course of the Site Plan Review process additional studies may be required to complete the review process. Planning staff will advise if any of the following or other materials are required:

<ul style="list-style-type: none"> <li>Acoustical Report (aka Noise Study)</li> <li>Arborist Report (Tree Survey/Preservation Plan)</li> <li>Archaeological Assessment and/or Study</li> <li>Concept Site Plan and/or Tertiary Plan</li> <li>Environmental Impact Study/Report</li> <li>Environmental Implementation Report</li> <li>Facility Fit Plan</li> <li>Financial Impact Study</li> <li>Functional Servicing Report</li> <li>Geotechnical Report</li> <li>Heritage Impact Statement/Assessment /Permit</li> <li>Hydrogeological Report</li> <li>Lighting Plan/Photometric Plan, Light Spread Pattern</li> <li>Market Impact/Planned Function Study</li> <li>Master Environmental Servicing Plan</li> <li>Park Concept Plan</li> <li>Planning Justification Report</li> </ul>	<ul style="list-style-type: none"> <li>Sediment/Erosion Control Plan</li> <li>Site Remedial Studies which may include: <ul style="list-style-type: none"> <li>Phase I Environmental Site Assessment (ESA)</li> <li>Phase II ESA</li> <li>Record of Site Condition</li> <li>Remedial Work Plan</li> <li>Site Clean-up Report</li> </ul> </li> <li>Sun/Shadow Study or Diagram</li> <li>Stormwater Management Brief and/or Report</li> <li>Sustainability Score and Summary</li> <li>Top of Bank Demarcation</li> <li>Traffic Impact Study</li> <li>Truck Swept Path Plan</li> <li>Tree Inventory and Preservation Study</li> <li>Urban/Civic Design Brief</li> <li>Vegetation Study</li> <li>Vibration Analysis</li> </ul>
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# Site Plan Review Information and Application Form

## General Drawing Requirements

Drawings submitted for Site Plan Review purposes must adhere to the detailed drawing requirements found in Section C.13 of the Site Plan Guide. The following summary is provided as a general reference only:

### All Drawings

- Title Block
  - Title of drawing
  - Date of drawing and/or Version
  - City File Number SP \_\_\_\_-\_\_\_\_.\_\_\_\_ (Supplied when a PAC Meeting is requested.)
- Scale of 1:200 (Option to use 1:500 where required) (Not applicable to Elevation Drawings)
- All measurements shall be in **metric** units only.
- North arrow (not required on Elevation Drawings)
- 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.

### Site Plan Drawings

- Summary statistics showing:
  - the lot area,
  - lot coverage,
  - gross building floor area (existing and proposed),
  - and floor area to be demolished
- Location and dimensions of all existing and proposed buildings, including porches and accessory structures
- Building setbacks to all lot lines
- Location of adjacent properties or significant natural features
- Location and size of existing and proposed trees and shrubs (if applicable)
- Location and dimensions of all hard surface driveways, walkways and patios
- Location and details of easements
- Location of existing and proposed service lines (i.e. gas, water, sewer)
- Location of temporary construction and material storage

### Building Elevation Drawings

- Grade level
- Type and colour of external building materials
- Roof slopes
- Building dimensions

### Floor Plans *(Required for Building Permit Application – Requested to provide context and to assist in Site Plan Review.)*

- Overall dimensions and dimensions of each room and space
- Use of rooms and space
- Size, type (material), spacing and location of all structural members including beams, lintels, columns, joists, bearing walls and partitions
- Material and size of all components of floor, wall and ceiling assemblies
- Location of all plumbing fixtures

# Site Plan Review Information and Application Form

## Design and Landscape Design Requirements, Guidelines and Considerations

Please refer to Section C.14 of the Site Plan User Guide for landscape design requirements, guidelines and considerations.

## Drawing Notes

Please refer to Section C.15 of the Site Plan Guide for requirements relating to drawing notes.

## Applicable Fees

The fee calculation sheet under Section 7 of the Site Plan Review Application Form (page 11) will assist the Applicant to calculate the fees payable in connection with an application for Site Plan Review. After preparation of the applicable fees calculation the Applicant shall email the fee calculation sheet to the assigned Planner (assigned at PAC) for confirmation. This confirmation will allow the Applicant to prepare a cheque for the exact amount needed for the fee.

The fees are **non-refundable** and will be accepted once it is determined by the P" 8U that an application contains the information and materials required by the Site Plan Review Application Form, by the Site Plan Guide, by any comments received from the P" 8U and if applicable, by the Checklist. Fees may be paid by way of cash, debit, credit card or cheque.

Fees are subject to review and amendment during the Site Plan Review process and additional fees may apply. Any additional fees must be paid *prior to* site plan approval. Any overpayment of fees will be refunded to the Applicant by cheque. Please see C.8 – *Completing the Site Plan Review Application Form* of the Site Plan User Guide.

## Appointment to Submit Application

When the Application is ready for submission the Applicant is asked to contact the assigned Planner to arrange a time to submit the Application. The assigned Planner will conduct an inspection of the application to ensure it contains the information and materials as required by the Checklist and Comments provided after the PAC meeting. Incomplete submissions cannot be accepted by the City of Brampton.

## Key Aspects of the Site Plan Review Process

The information in this section only provides a basic introduction to some key aspects of the process. For a more detailed description of the Site Plan Review process please refer to Section B of the Site Plan User Guide.

## Site Plan Approval

Development proposals undergoing a Limited, Basic or Full Site Review Process **must** receive site plan approval before an application for a building permit can be made. If the h' 8U determines that a proposal should receive site plan approval, then:

- (a) The Applicant will be asked to provide copies of their final drawings (please refer to the chart on Page 4 for the required number of copies of paper and electronic versions);
- (b) The final drawings will be reviewed by the P" 8U and circulated to the relevant technical departments for review. If there are no issues identified with the drawings, such departments will affix their stamp to evidence their review of the relevant drawings. The drawings will be returned to the Applicant for correction if there are any issues identified (redline drawings cannot be used for Site Plan Approval purposes);
- (c) A *Notice of Conditional Approval* memo (outlining any applicable conditions) will be prepared by the PB&GM in accordance with the final drawings and will be circulated to the Applicant (with a copy to the Legal Services Division);
- (d) Where required as a condition of the *Notice of Conditional Approval*, the Legal Services Division will prepare a Site Plan Agreement or an amending Site Plan Agreement for registration on title to the property and the parties named will be required to execute the agreement;



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- (e) The Applicant will provide the required items stipulated in Site Plan Agreement prior to site plan approval (e.g. financial securities, proof of insurance, conveyances of property, easements etc.) and satisfy any remaining conditions in the *Notice of Conditional Approval* memo; and
- (f) Once the applicable City departments confirm that their respective conditions in the *Notice of Conditional Approval* memo have been satisfied, they will issue a clearance memo to the Planning & Building Department permitting the final drawings to be stamped 'approved'. Once the drawings are approved they are made available for the Applicant.

## Site Plan Refusal

The Planning & Building Department will make every effort to work with the Applicant to resolve critical issues associated during the review of an application and will provide advice as to how such issues may be addressed. Site Plan Approval may be refused in circumstances where the Applicant has failed to address these issues to the satisfaction of the Planning & Building Department. If a refusal decision is issued, the Applicant will have two options:

- (a) Prepare a new application (together with the required fees) for Site Plan Review with a proposal that addresses the previously identified critical issues; or
- (b) Appeal the refusal decision to the Ontario Municipal Board.

## Inactive Files

A file associated with an application may be closed due to inactivity if the Applicant has not responded to correspondence or inquiries from the Planning & Building Department for an extended period of time. If this occurs, the Applicant will be notified in writing by the City that the file will be closed within two months of the date of the notice. If the Planning & Building Department does not receive a response from the Applicant within this time period, the file will be closed and a new application for Site Plan Review (together with the required fees) will be required.

## Site Plan Review Related Processes

### Sustainability Assessment

As part of the City's commitment to increase sustainable development within the City, development proposals that meet specific criteria will be required to submit a Sustainability Score and Sustainability Summary as part of the application for Site Plan Review. Applicants will be advised at the PAC Meeting if their development proposal requires this assessment.

### Advance Planning to Satisfy Site Plan Agreement Conditions

During the site plan review process Applicants will be informed about expected conditions that will need to be satisfied prior to Site Plan Approval. Although Applicants are not asked to undertake any transactions prior to execution of the Site Plan Agreement, making advance plans for satisfying these conditions may shorten the time involved in the Site Plan Agreement phase. Final Site Plan approval only occurs after all pre-approval conditions have been satisfied.

### Development Charges and/or Cash in Lieu (CIL) of Parkland Dedication

The Applicant is advised that development charges (payable to COB, but collected on behalf of the Region of Peel and the Boards of Education) and/or Cash in Lieu of Parkland Dedication (payable to the COB) may be required (in accordance with Development Charges and Parkland Dedication by-laws) after Site Plan Approval is issued but prior to the issuance of a Building Permit.

# Site Plan Review Information and Application Form

## 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: Peel, Halton, York, Toronto
- Conservation Authority – Credit Valley 905-670-1615
- Conservation Authority – Toronto and Region 416-661-6600
- Ontario Min of Environment 416-325-4000
- Ontario Min of Transportation 905-704-2989
- Ontario Min of Natural Resources 905-713-7400
- Railway - CN Rail 905-760-5007
- Railway - Orangeville and Brampton 416-807-0948
- Region of Peel 905-791-7800 ext. 4347
- Electrical Utility - Alectra 905-840-6300
- Other Utilities (telephone and cable companies, gas distribution and transmission companies, etc.)

## Additional Permit Requirements

The Applicant is advised that when work is carried out there may be additional permit requirements that require separate applications to the specific responsible entities. These include, but are not limited to:

- Conservation Authority Development Permits;
- Region or COB Road Occupancy Permits;
- Underground service connection permits; or
- Provincial MTO Building Permits.

These entities should be contacted directly to clarify if permits are required.

## City of Brampton Additional Information

- Accessibility Standards 905-874-2110
- Development Charges 905-874-2255 / [admin.development@brampton.ca](mailto:admin.development@brampton.ca)
- Heritage Planning 905-874-3744 or 905-874-3825
- Parkland Dedication (Cash-in-Lieu) 905-874- 2131 / [managerrealtyservices@brampton.ca](mailto:managerrealtyservices@brampton.ca)
- Public Works – Road Occupancy Permits 905-874-2500
- Urban Forestry – Tree Cutting 905-874-2906