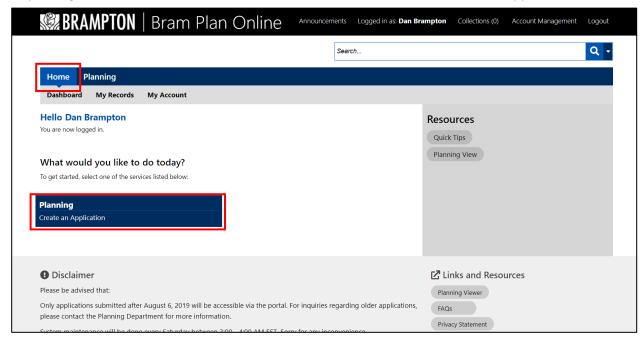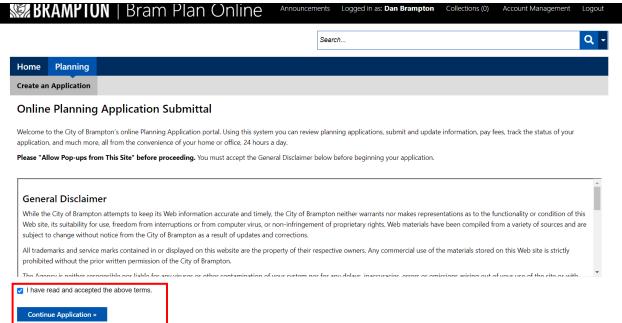# How to Submit an Application

Step 1) Log in to BramPlan Online, select the 'Home' button, then select 'Create an Application'
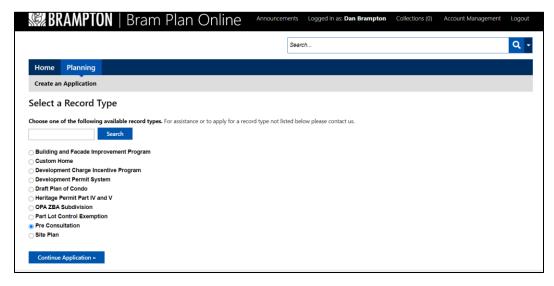

Step 2) Carefully read the disclaimer. Once you have read and agree to the terms, check the "I have read and accepted the above terms." box, then select 'Continue Application'
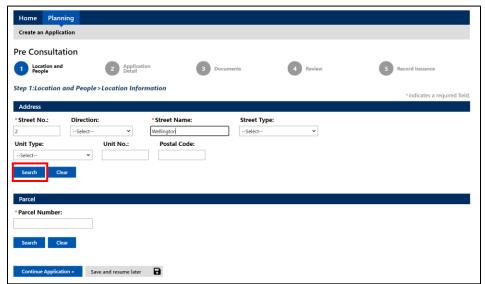
Step 3) Select the application type that you wish to apply for, then click 'Continue Application'

Step 4) Enter the Street Number and Street Name OR the Parcel Number, then select 'Search'.

If there are multiple addresses that fit your search criteria, select the appropriate one. If your application spans across multiple properties, select the address of the largest parcel that is being affected. You will be able to enter the other relevant addresses later on.

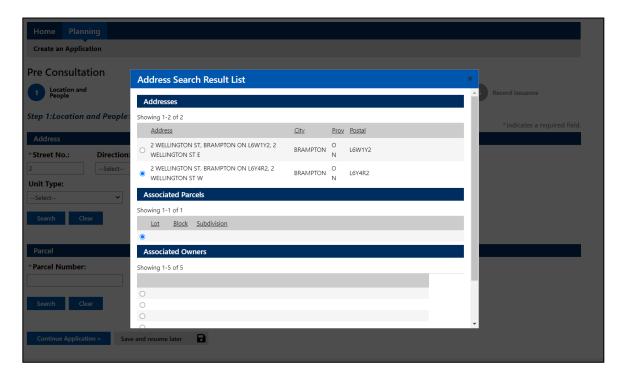Step 5) For privacy reasons, the parcel numbers and ownership details are blanked out. In most cases, there will only be one entry for each – select the available option. If there are multiple entries, select the first one, and Planning staff will verify these items once the application has been submitted. Once you have selected the appropriate options, scroll down and click 'select'.

Step 6) Now that the address information has been populated, click 'Continue Application'

Step 7a) If you are submitting this application for yourself, click 'Select from Account', then choose the appropriate information, then select 'Continue'. If you are submitting the application on behalf of someone else (i.e. your manager), skip to step 7b).

If all of the information is correct, select 'Continue Application'. If changes are required, select 'Edit' or 'Add Additional Contact Address' as required.

Step 7b) If you are submitting the application on behalf of someone else, select 'Add New', then add the general personal information. Then click 'Add Additional Contact Address', fill in the address information

as appropriate, then select 'Save and Close'.

Add additional address information if applicable. If not, select 'Continue'.

If all of the information is correct, click 'Continue Application'. If changes are required, select 'Edit' or 'Add Additional Contact Addresses' as required.

Step 8) Input Application Information. If your application has multiple municipal addresses, list them all within the "Project Address" field.

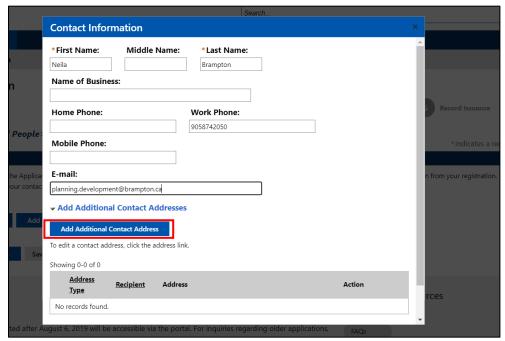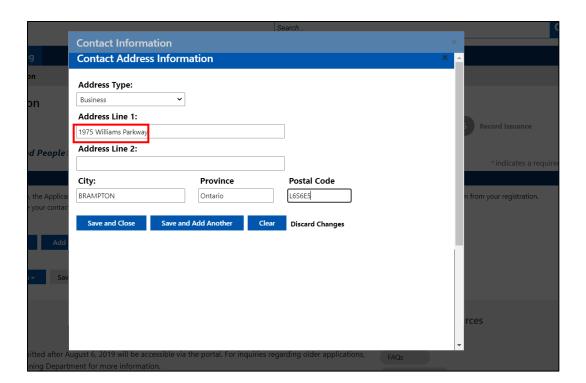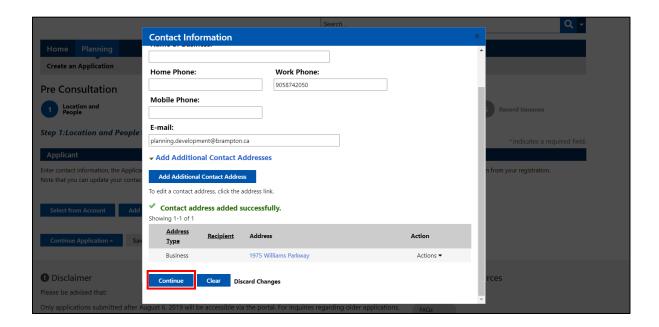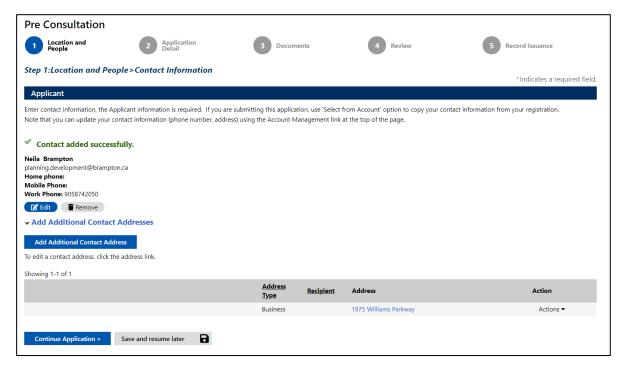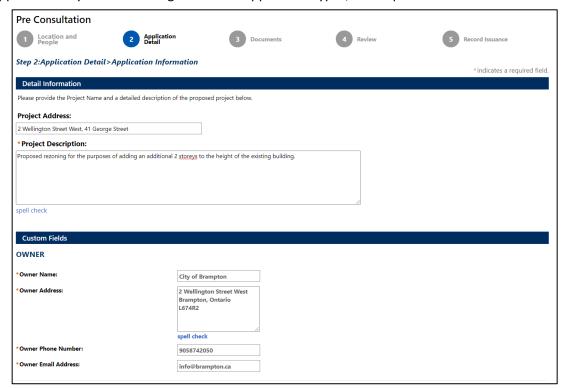Note: All fields with asterisks are required. This guide was written based on a Pre-Consultation Application. If you are entering a different application types, the required fields will be different.

Pre Consultation

1 Location and People	2 Application Detail	3 Documents	4 Review	5 Record Issuance

Step 2:Application Detail>Application Information

*indicates a required field.

Detail Information

Please provide the Project Name and a detailed description of the proposed project below.

Project Address:

2 Wellington Street West, 41 George Street

*Project Description:

Proposed rezoning for the purposes of adding an additional 2 storeys to the height of the existing building.

spell check

Custom Fields

OWNER

*Owner Name:
City of Brampton

*Owner Address:
2 Wellington Street West
Brampton, Ontario
L674R2

spell check

*Owner Phone Number:
9058742050

*Owner Email Address:
info@brampton.ca

Continue to scroll down the page and fill in the information as appropriate.

PC ANTICIPATED DEVELOPMENT

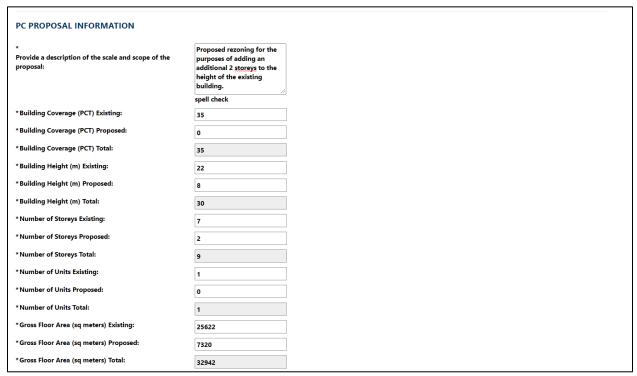|	
Official Plan Amendment:	☐
Zoning By Law Amendment:	☑
Block Plan:	☐
Secondary Plan:	☐
Draft Plan of Subdivision:	☐
Draft Plan of Common Element Condominium:	☐
Draft Plan of Standard Condominium:	☐
Draft Plan of Vacant Land Condominium:	☐
Site Plan Limited:	☐
Site Plan Basic:	☐
Site Plan Full:	☐
Site Plan Infill Mature:	☐
Site Plan Telecommunication Tower:	☐
Consent:	☐

Note: Measurements should be entered in based on the units listed next to the fields.

On a dual frontage property, the width should be measured as the shorter of the frontages. The depth should be measured from the shorter frontage to the rear of the property.
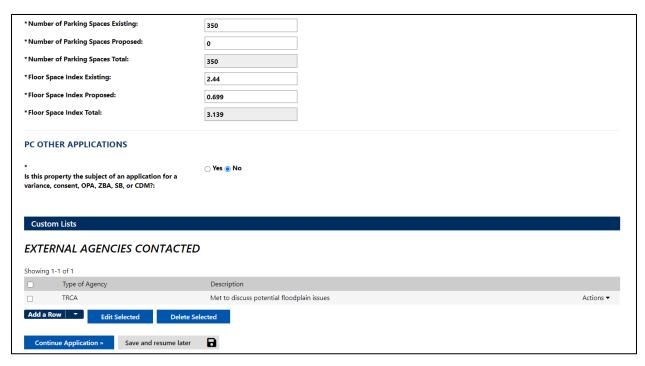
PC SITE INFORMATION

*Ward Number:	1
Assessment Roll Number:	
*Area (square meters):	10458
*Width (meters):	80.42
*Frontage (meters):	340.19
*Depth (meters):	171.12

PC PLANNING INFORMATION

*Official Plan Designation Existing:	Central Area
*Official Plan Designation Proposed:	Central Area
*Secondary Plan Designation Existing:	Central Area Mixed Use
*Secondary Plan Designation Proposed:	Central Area Mixed Use
*Zoning Existing:	DC-3726
*Zoning Proposed:	DC - Site Specific
* Are there any easements or restrictive covenants affecting the subject lands?:	○ Yes ◉ No

Note: The 'existing' and 'proposed' fields are added together in the 'total' field. So, if you are not proposing a change to that statistic, leave the proposed field as zero. If you are proposing an addition, only include the additional statistic to the proposed field.

PC PROPOSAL INFORMATION

* Provide a description of the scale and scope of the proposal:	Proposed rezoning for the purposes of adding an additional 2 storeys to the height of the existing building.
	spell check
*Building Coverage (PCT) Existing:	35
*Building Coverage (PCT) Proposed:	0
*Building Coverage (PCT) Total:	35
*Building Height (m) Existing:	22
*Building Height (m) Proposed:	8
*Building Height (m) Total:	30
*Number of Storeys Existing:	7
*Number of Storeys Proposed:	2
*Number of Storeys Total:	9
*Number of Units Existing:	1
*Number of Units Proposed:	0
*Number of Units Total:	1
*Gross Floor Area (sq meters) Existing:	25622
*Gross Floor Area (sq meters) Proposed:	7320
*Gross Floor Area (sq meters) Total:	32942

Note: If you have consulted with any external agencies prior to the submission of your application, please add that information by selecting 'Add a Row' in the 'External Agencies Contacted' section.

*Number of Parking Spaces Existing:	350
*Number of Parking Spaces Proposed:	0
*Number of Parking Spaces Total:	350
*Floor Space Index Existing:	2.44
*Floor Space Index Proposed:	0.699
*Floor Space Index Total:	3.139

PC OTHER APPLICATIONS

*
Is this property the subject of an application for a variance, consent, OPA, ZBA, SB, or CDM?:   ○ Yes ● No

Custom Lists

EXTERNAL AGENCIES CONTACTED

Showing 1-1 of 1

☐	Type of Agency	Description	
☐	TRCA	Met to discuss potential floodplain issues	Actions ▾

[Add a Row ▾] [Edit Selected] [Delete Selected]

[Continue Application »] [Save and resume later 💾]

Once all of the information has been entered, select 'Continue Application'
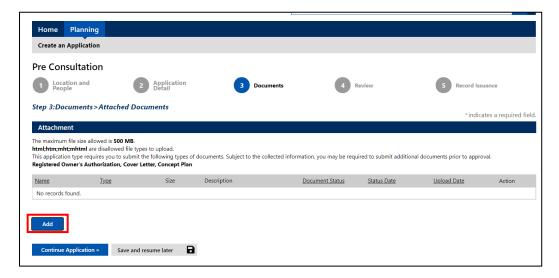
Note: On certain application types, there is a "Related Records" list. Please fill out any applications that are being processed in conjunction with the application you are submitting. If you are submitted a Site Plan Application, Draft Plan of Condo, or OPA/ZBA/Subdivision application, please add the pre-consultation file as a related record.

Step 9) Now that all of the general information about the application has been entered, the relevant documents can be uploaded.
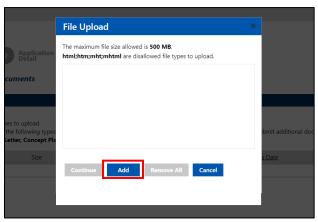
Prior to any work being completed in BramPlan Online, your documents **must** be named according to the Document Naming and Saving Conventions. The name you give the document is what is displayed in BramPlan Online. Documents that are not named correctly will be rejected.
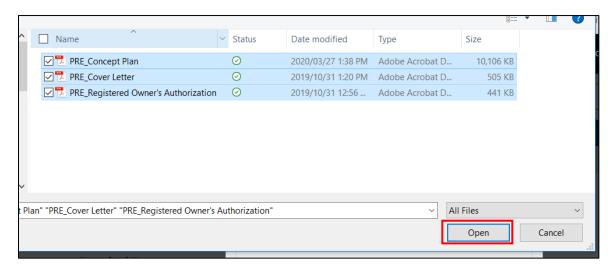
Once you are ready to upload your documents, select 'Add'
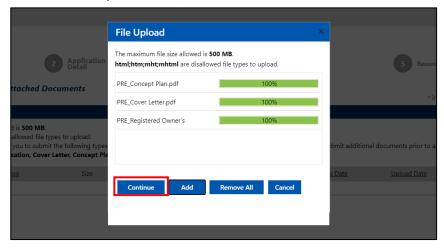

In the next popup, select 'Add'

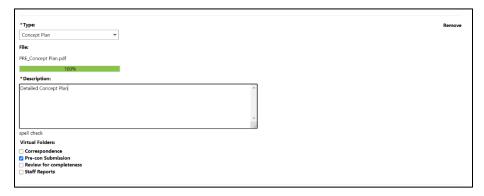Your file explorer will open. Select all documents that you wish to upload, then select 'Open'

Note: the documents that you are required to upload vary by application type. Please contact the planning department if you have any questions.
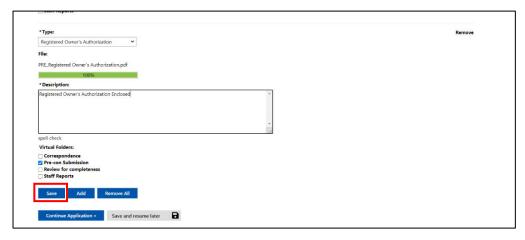
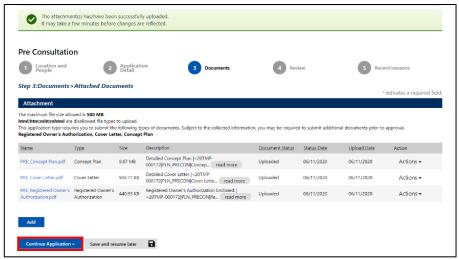Once all documents reach a 100% upload status, click 'continue'

Step 10) Once the documents are added to the system, a type, description, and virtual folder must be filled in. The proper type and virtual folders to choose can be found in the Document Naming and Saving Protocol.
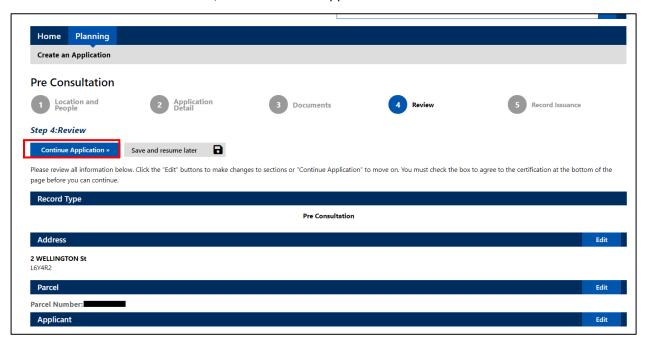

After filling in this information for all of the documents, select 'Save'. After the files are saved, select 'Continue Application'.

Step 11) Review all information to ensure it is correct. If there are any errors, correct them by selecting the 'Edit' button. If there are no errors, select 'Continue Application'.

The application has now been submitted. You will be contacted by a member of the planning department within 3 business days of submitting the application confirming the receipt of the information, and whether any additional information is required.

Home **Planning**

Create an Application

Pre Consultation

1 Location and People   2 Application Detail   3 Documents   4 Review   5 Record Issuance

Step 5:Record Issuance

✓ Your application has been successfully submitted.

Thank you for using our online services.

Your Record Number is PRE-2020-0024.

You will need this number to check the status of your application.

Print/View Summary   **Copy Record**