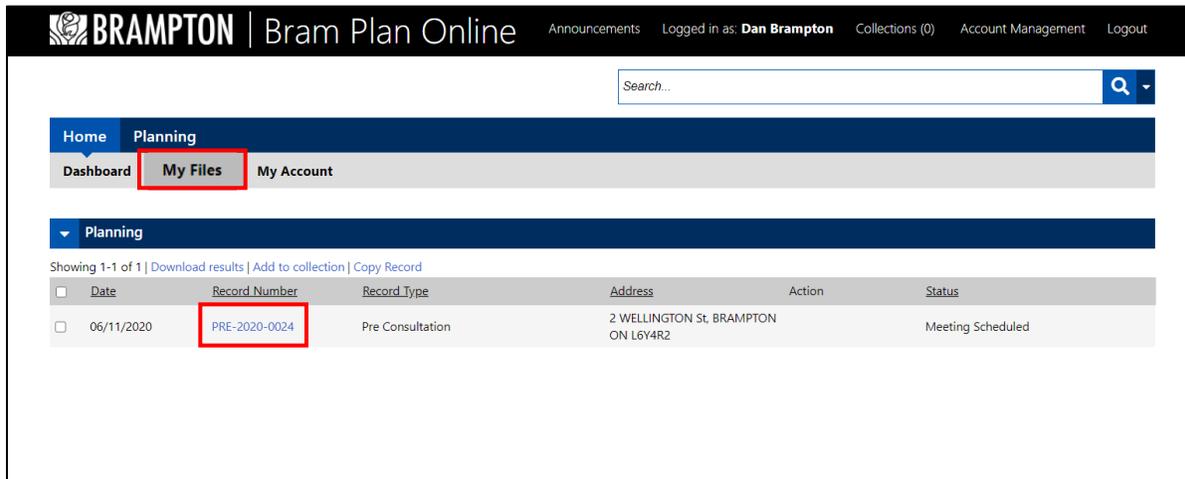


Making a Resubmission

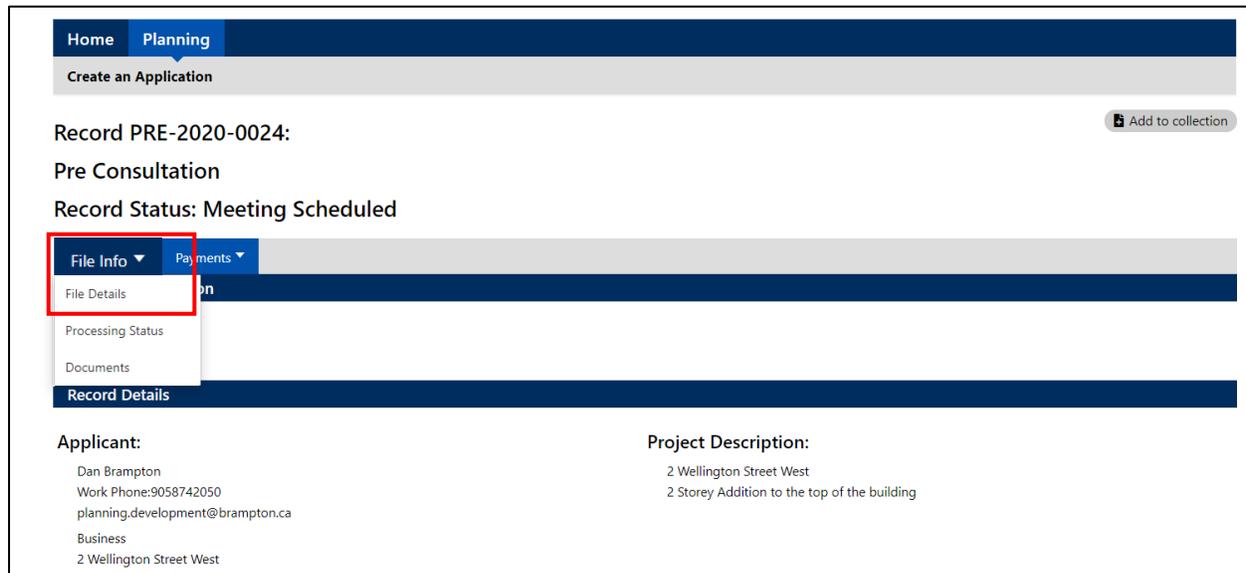
Prior to making a resubmission, you should have been notified that it is required for your application. If you have not received that notification, this process is unnecessary.

Step 1) Log in to BramPlanOnline, select 'My Files', then select the record that requires a resubmission.



The screenshot shows the BramPlan Online interface. The user is logged in as Dan Brampton. The 'My Files' tab is selected under the 'Planning' section. A table of records is displayed with the following data:

Date	Record Number	Record Type	Address	Action	Status
06/11/2020	PRE-2020-0024	Pre Consultation	2 WELLINGTON St, BRAMPTON ON L6Y4R2		Meeting Scheduled



The screenshot shows the record details page for 'PRE-2020-0024'. The record status is 'Meeting Scheduled'. The 'File Info' dropdown menu is open, and the 'Documents' option is highlighted with a red box. The page also displays the following information:

Record PRE-2020-0024:
Pre Consultation
Record Status: Meeting Scheduled

File Info (dropdown menu):
 File Details
 Processing Status
 Documents

Record Details

Applicant:
 Dan Brampton
 Work Phone:9058742050
 planning.development@brampton.ca
 Business
 2 Wellington Street West

Project Description:
 2 Wellington Street West
 2 Storey Addition to the top of the building

Step 2) Select 'File Info', then select 'Documents'.

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.

Step 3) Select 'Add'

Record Status: Meeting Scheduled

File Info Payments

Documents

The maximum file size allowed is **500 MB**.
htm;htm;mht;mhtml are disallowed file types to upload.

Name	Record_ID	Record_Type	Entity_Type	Type	Size	Latest_Update	Action	Entity
PRE_Concept Plan.pdf	PRE-2020-0024	Pre Consultation	Record	Concept Plan	9.87 MB	06/11/2020	Actions	Pre Consultation - PRE-2020-0024
PRE_Cover Letter.pdf	PRE-2020-0024	Pre Consultation	Record	Cover Letter	504.77 KB	06/11/2020	Actions	Pre Consultation - PRE-2020-0024
PRE_Registered Owner's Authorization.pdf	PRE-2020-0024	Pre Consultation	Record	Registered Owner's Authorization	440.95 KB	06/11/2020	Actions	Pre Consultation - PRE-2020-0024

Add

In the next popup, Select 'Add'

g Scheduled

File Upload

The maximum file size allowed is **500 MB**.
htm;htm;mht;mhtml are disallowed file types to upload.

Continue **Add** Remove All Cancel

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

Name	Status	Date modified	Type	Size
<input checked="" type="checkbox"/> COM_Comment Response Table	✓	2019/10/30 8:46 A...	Adobe Acrobat D...	6,620 KB
<input checked="" type="checkbox"/> COM_Concept Plan	✓	2020/01/21 2:09 PM	Adobe Acrobat D...	5,199 KB
<input checked="" type="checkbox"/> COM_Cover Letter	✓	2020/01/24 2:17 PM	Adobe Acrobat D...	240 KB
<input checked="" type="checkbox"/> COM_Traffic Impact Study	✓	2020/02/03 3:04 PM	Adobe Acrobat D...	185 KB

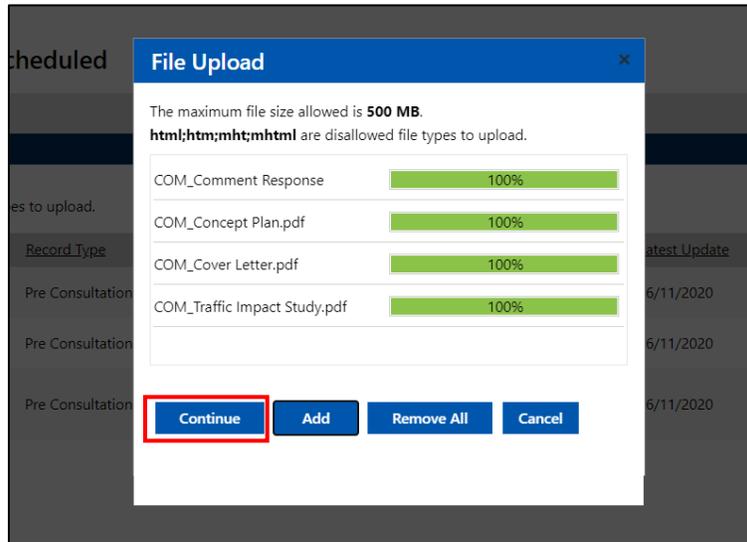
t Response Table" "COM_Concept Plan" "COM_Cover Letter" "COM_Traffic Impact Study"

All Files

Open Cancel

Note: the documents that you are required to upload vary by application type, and based on why the resubmission is required. Please contact the planning department if you have any questions.

Once all documents reach 100% upload status, select 'Continue'



Step 4) 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.



The screenshot shows a form for configuring a document. It includes the following fields and options:

- *Type:** A dropdown menu with 'Comment Response Table' selected. A 'Remove' button is located to the right.
- File:** The filename 'COM_Comment Response Table.pdf' is displayed above a green progress bar at 100%.
- *Description:** A text area containing 'Comment Response Table'.
- spell check:** A small icon for spell checking.
- Virtual Folders:** A list of checkboxes:
 - Correspondence
 - Pre-con Submission
 - Review for completeness
 - Staff Reports

After filling in this information for all of the documents, select 'Save'.

*** Type:**
Traffic Impact Study Remove

File:
COM_Traffic Impact Study.pdf
100%

*** Description:**
Detailed traffic impact study - details regarding the parking counts enclosed.

spell check

Virtual Folders:

- Correspondence
- Pre-con Submission
- Review for completeness
- Staff Reports

Save **Add** **Remove All**

[Disclaimer](#) [Links and Resources](#)

 The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

[Add to collection](#)

Record PRE-2020-0024:

Pre Consultation

Record Status: Meeting Scheduled

File Info **Payments**

Documents

The maximum file size allowed is **500 MB**.
html;htm;mhtml;htm are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
COM_Comment Response Table.pdf	PRE-2020-0024	Pre Consultation	Record	Comment Response Table	6.46 MB	06/11/2020	Actions ▼	Pre Consultation - PRE-2020-0024
COM_Concept Plan.pdf	PRE-2020-0024	Pre Consultation	Record	Concept Plan	5.08 MB	06/11/2020	Actions ▼	Pre Consultation - PRE-2020-0024
COM_Cover Letter.pdf	PRE-2020-0024	Pre Consultation	Record	Cover Letter	239.23 KB	06/11/2020	Actions ▼	Pre Consultation - PRE-2020-0024
COM_Traffic Impact Study.pdf	PRE-2020-0024	Pre Consultation	Record	Traffic Impact Study	184.21 KB	06/11/2020	Actions ▼	Pre Consultation - PRE-2020-0024
PRE_Concept Plan.pdf	PRE-2020-0024	Pre Consultation	Record	Concept Plan	9.87 MB	06/11/2020	Actions ▼	Pre Consultation - PRE-2020-0024

< Prev 1 2 Next >

Step 5) Once all of the documents have been uploaded, email the assigned development planner to notify them.