



## GUIDE TO APPLICATIONS COMMUNITY BLOCK PLAN APPROVAL

The City of Brampton  
Development Services Division  
Planning and Development Services Department  
2 Wellington St., West  
Brampton, Ontario L6Y 4A2  
Telephone: (905) 874-2050 Fax: (905) 874-2099

### A. APPLYING FOR BLOCK PLAN APPROVAL

The attached application to amend the Official Plan form is to be used when applying to the City of Brampton for Community Block Plan approval. **The application must be completed in full and submitted together with the Block Plan, and application fee (see Schedule A attached to this guide).** Please note that a Pre-consultation Application is to have been formally submitted and closed prior to the submission of an application to amend the Official Plan for Block Plan Approval. The Pre-consultation Application is key to ensuring identification of all issues and required supporting documentation reports.

### B. USING THE APPLICATION FORM

1. The application form **must be fully completed including the applicants' affidavit and registered owners certificate** and returned to the City of Brampton.
2. The application should be completed by the applicant or his authorized agent. The written authorization of the **registered owner** and **affidavit of the applicant** must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application.
3. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety, convenience and welfare of the present and future residents. Any pertinent information should be reflected in the application form.
4. As noted on the application form certain infrastructure projects to service developments are subject to the provisions of the Environmental Assessment Act. The applicant is advised to consult with their engineering consultant to provide determination in this matter.

### C. SUBMISSION REQUIREMENTS

The City of Brampton requires that the applicant shall provide as many digital and paper copies of the Block Plan as may be necessary. To carry out the review of the application the following must be provided:

#### Application Requirements

- 1 original application form and 1 digital application form (**PDF or Word**)
- 6 copies (**if digital application form is provided**)
- 25 copies (**if digital application form is not provided**)

#### Block Plan Requirements

- 25 folded copies of the Block Plan individually folded to 8 ½ x 11 and one (1) digital PDF (**if GIS requirements are met**)
- 50 folded copies of the Block Plan individually folded to 8 ½ x 11 and one (1) digital PDF (**if GIS requirements are not met**)

#### Additional Support Material Requirements

Where additional support material such as environmental, noise abatement, planning or engineering reports are required, the following is required:

- 5 copies of all supporting technical reports and background information and 1 digital copy (**PDF or Word**)

### D. GIS REQUIREMENTS

1. **Requirements for Submission and Revisions – Summary**
  - One (1) digital CAD file of the plan in MicroStation DGN (2D) or AutoCAD DWG (2D) format.
  - One digital PDF of the plan preferably 24" x 36" (Architectural D size) representing an exact copy of the paper submission must be provided.
2. **Digital Drawing Submission - Details**
  - One (1) digital CAD file of the plan must be submitted in **MicroStation DGN (2D) or AutoCAD DWG (2D)** format. No reference files are to be used. Appendix A to this application outlines the technical requirements for digital drawings to be submitted with the attached application form.
  - The digital drawing must be georeferenced. The standard coordinate system for the City is Universal Transverse Mercator (UTM) Zone 17 with the North American Datum 1983 (NAD83). The map units for all features in the file must be in metric, set to metres and un-scaled (1:1). A base seed file for a specific area is available upon request from Technical Services, Planning & Development Services Department. The plan must be specifically formatted to be clear and legible in preferably 24" x 36" (Architectural D size) landscape print format. It should be proportionally scaled by the applicant to fit their plan.
  - Applicable Layers/levels must be as set out in the Level Structure (as shown in Appendix A) and is provided within the base seed file.
  - One digital **PDF** of the plan in preferably 24" x 36" (Architectural D size) representing an exact copy of the paper submission must be provided.
  - For any revisions arising out of the circulation and review process requiring the submission of revised drawings; a revised PDF and digital CAD version must also be submitted to Technical Services, Planning & Development Services Department via email ([gis.planning@brampton.ca](mailto:gis.planning@brampton.ca)) or on CD or DVD. Please include a contact name and a brief description of the contents including the city file name of your application.
  - **Please note that for drawings submitted in MicroStation DGN (2D) or AutoCAD DWG (2D) format, georeferencing, level numbers and names must remain accurate and consistent, and continue throughout all stages of submission.**

### E. PLANNING ACT JUSTIFICATION AND RATIONALE

**Five (5)** copies of a report clearly stating the applicant's reason for the subject application and outlining the planning rationale and justification for the approval of the application shall be submitted (the report may be in letter form). Please demonstrate in this rationale how the proposal will conform to the applicable provincial policy statements.



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### F. SIGNING THE PROPERTY

The applicant shall erect a sign in accordance with the requirements and file with the Development Services Division, a letter agreeing to maintain the sign(s) both for structure and paint work to the satisfaction of the Commissioner, Planning & Development Services. See Appendix B for more details.

### G. FOLLOWING THE SUBMISSION OF THE APPLICATION

1. After accepting the application **as complete** (this will be confirmed in writing and the application shall not be deemed to be complete until such written confirmation is received) the City will confer with City Departments and appropriate ministries, commissions and authorities, and with others who may be concerned, to obtain information and recommendations.
2. A statutory public meeting as required by the Planning Act will be held in accordance with the City's Official Plan requirements.
3. After an evaluation of the application and the recommendations and comments from other bodies, as noted above, the City will make a decision to approve or refuse the application.

**APPLICATION FOR:**

- ☐ Official Plan Amendment  
☐ Zoning By-law Amendment  
☐ Block Plan Amendment

**Date of Pre-Application Consultation:** \_\_\_\_\_

This application for approval under Sections 22 and 34 of the Planning Act must be fully completed to the satisfaction of the City of Brampton, before the formal processing of the application will begin. A complete application includes both prescribed and required information and material.

**OFFICE USE ONLY**

City File Number Assigned \_\_\_\_\_

Date Application Received \_\_\_\_\_

Date Complete Application Received \_\_\_\_\_

**1. Site and Legal Description**

Street and Number: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_ Ward: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Concession: \_\_\_\_\_

Registered Plan: \_\_\_\_\_ Reference Plan: \_\_\_\_\_

**1.1 Particulars of the site in metric units**

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

**2. Applicant Information**

Information	Name & Address	Phone / Fax / e-mail
Agent		
Applicant		
Registered Owner		
Ontario Land Surveyor		

All Correspondence, notices etc. initiated by the City in respect of this application will, unless otherwise requested by law, be directed to the applicant's agent noted above except where no agent is employed, then it will be directed to the applicant. Where the registered owner is a numbered company, please indicate a project or development name.

**3. OFFICIAL PLAN AMENDMENT (if applicable)**

**3.1 Current Land Use Designation:**

Official Plan: \_\_\_\_\_

Secondary Plan Area & Designation: \_\_\_\_\_

**3.2 Proposed Land Use Designation:**

Official Plan: \_\_\_\_\_

Secondary Plan: \_\_\_\_\_

**3.3 Proposed Policy Deletions, Changes and/or Additions: (Include policy or schedule reference number and proposed text where applicable. Attach additional pages as required)**

Official Plan: \_\_\_\_\_

Secondary Plan: \_\_\_\_\_

**Note:**

If a policy in the Official Plan is being changed, replaced or deleted or if a policy is being added, the text of the proposed amendment must be submitted with this application.

If the requested amendment changes or replaces a schedule in the Official Plan, the text and schedule of the proposed amendment must be submitted with this application.

**4. ZONING BY-LAW AMENDMENT (if applicable)**

**4.1 Current Official Plan Designation (if not part of an Official Plan Amendment) and how the application conforms to the Official Plan** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4.2 Current Zoning Designation(s):** \_\_\_\_\_

**4.3 Nature and extent of Zoning requested:** \_\_\_\_\_

**4.4 Reason why the Zoning is requested:** \_\_\_\_\_

**4.5 If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, details of the Official Plan or Official Plan Amendment that deals with the matter:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.6 If the application is to remove land from an area of employment, details of the Official Plan or Official Plan Amendment that deals with the matter: \_\_\_\_\_

4.7 If known: Date the subject land was acquired by the current owner \_\_\_\_\_

Date any existing buildings/structures on the subject lands were constructed \_\_\_\_\_

Length of time the existing uses of the subject land have continued \_\_\_\_\_

4.8 What is the minimum and maximum density requirement in the proposed zoning? \_\_\_\_\_

4.9 What is the minimum and maximum height requirement in the proposed zoning? \_\_\_\_\_

## 5. EXISTING AND CURRENT LAND USE

5.1 What is the current use of the subject land? \_\_\_\_\_

5.2 How long have these uses continued on the lands? \_\_\_\_\_

5.3 Has there been any previous industrial or commercial use on the subject land? Yes ☐ No ☐

If yes, please specify: \_\_\_\_\_

**If yes, please contact the Director of the Building Division of the Planning and Development Services Department to determine if an environmental assessment is required and submit 5 copies of the same with this application.**

5.4 Has the grading on the subject land been changed by adding or removing land? Yes ☐ No ☐

If yes, please specify: \_\_\_\_\_

5.5 Has there ever been a gas station or other fuel dispensing/storage facility on the subject land? Yes ☐ No ☐

If yes, please specify: \_\_\_\_\_

**If yes, please contact the Director of the Building Division of the Planning and Development Services Department to determine if an environmental assessment is required and submit 5 copies of the same with this application.**

5.6 Is there any reason to believe the subject land may have been contaminated by former uses on the site or adjacent lands? Yes ☐ No ☐

If yes, please specify: \_\_\_\_\_

5.7 Are there any existing buildings on the subject lands? Yes ☐ No ☐

**If yes, each existing building, its type, use, height, floor area and setbacks from the rear, side and front property boundaries shall be shown on the property survey, in metric units, required to be submitted with this application.**

5.8 Are there any buildings or structures proposed to be built on the subject lands? Yes ☐ No ☐

**If yes, each proposed building or structure, its type, use, height, floor area and setbacks from the rear, side and front property boundaries shall be shown on the property survey, in metric units, required to be submitted with this application (*zoning applications only*).**

## 6. Proposed Land Use

Site/Project Statistics (all measures in metric units)	Proposed (If applicable)	Existing (If applicable)
<b>RESIDENTIAL</b>		
Net area of residential		
Total number of residential units		
Number of single detached units		
Number of semi-detached units		
Number of townhouse units		
Number of apartment units		
<b>INDUSTRIAL</b>		
Net area of Industrial		
Building GFA		
Total parking Spaces		
Accessible Parking Spaces		
<b>COMMERCIAL</b>		
Net area of Commercial		
Building GFA		
Total Parking Spaces		
Total accessible parking spaces		
<b>INSTITUTIONAL</b>		
Net Area of Institutional		
Building GFA		
Total Parking Spaces		
Accessible Parking Spaces		
<b>OTHER</b>		
Valleyland		
Parkland		
Road allowances		
Buffers		

**Net Area:** Refers to developable area of land, exclusive of roads and buffers. In the case of a residential development, the net area would be exclusive of roads, buffers, institutional lands (churches & schools) and open space lands.

**PLEASE COMPLETE THE ABOVE CHART AS APPLICABLE TO THE DEVELOPMENT PROPOSAL**

## 7. STATUS OF OTHER APPLICATIONS UNDER THE PLANNING ACT

- 7.1 Is the subject land, or any land within 120 metres of the subject lands, subject to any other application under the Planning Act including an official plan amendment, a zoning by-law amendment, a Minister's zoning order amendment, a plan of subdivision, a minor variance, a consent or a site plan?

Yes ☐ No ☐ If **yes** please provide the following information:

Type of application: \_\_\_\_\_

Name of Approval Authority(s): \_\_\_\_\_

Status of Application: \_\_\_\_\_

Indicate the effect of this/these other application(s) on the subject proposal \_\_\_\_\_

## 8. PROPOSED SERVICING

Complete the following in full including whether all identified technical information requirements are attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

### 8.1 SEWAGE DISPOSAL

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Municipal piped sewage system	Any development on municipal service		Confirmation of service capacity will be required during processing	
Municipal/Private communal sewage system	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydro geological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydro geological sensitivity certification	
Individual private septic systems	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydro geological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydro geological sensitivity certification	
Other	To be described by applicant		To be determined	

**Note: If the application would permit development on privately owned and operated individual or communal septic systems and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following reports shall be provided:**

- a) A servicing options report
- b) A hydrogeological report

## 8.2 WATER SUPPLY

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Municipal piped water system	Any development or municipal service		Confirmation of service capacity will be required during processing	
Municipal/Private Communal water system	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydro geological report	
	5 or less lots/units and non residential where water used for human consumption		Hydro geological sensitivity certification	
Individual private wells	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydro geological report	
	5 or less lots/units and non residential where water used for human consumption		Hydro geological sensitivity certification	
Other	To be described by applicant		To be determined	

## 8.3 STORM DRAINAGE

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Piped Sewers	Any development or piped service		Preliminary stormwater management plan. Stormwater management study may be required during application processing.	
Ditches	Any development or non-piped service			
Swales	Any development or non-piped service			
Other				



#### 8.4 ROAD ACCESS

Is access provided by: Provincial Highway \_\_\_\_\_ Municipal Road \_\_\_\_\_  
Regional Road \_\_\_\_\_ Private Road \_\_\_\_\_

**A traffic study may be required during application processing**

**Existing** Road(s) \_\_\_\_\_

Number of access point \_\_\_\_\_

**Proposed** Road(s) \_\_\_\_\_

Number of access points \_\_\_\_\_

#### 8.5 UTILITIES

Easements and restrictive covenants	Any adjacent or on site		All existing easements and covenants to be shown and effect described on the survey	
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#### 9. PROVINCIAL POLICY

9.1 Is the requested amendment(s) consistent with policy statements issued under subsection 3(1) of the Planning Act? (explain) \_\_\_\_\_  
\_\_\_\_\_

9.2 Are the subject lands within an area of land designated under any provincial plan or plans? (explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If **yes** to 9.2, does the application conform to or not conflict with the applicable provincial plan or plans? (explain) \_\_\_\_\_  
\_\_\_\_\_

#### 10. PUBLIC CONSULTATION STRATEGY

Confirm that a proposed strategy for consulting with the public with respect to this application has been submitted with the application: Yes ☐ No ☐

## 11. ENVIRONMENTAL ASSESSMENT ACT

Are any water, sewage or road works associated with the proposed development considered as Schedule 'C' works under the Environmental Assessment Act? Yes ☐ No ☐

If **yes**, such works must be identified and described and the applicant must demonstrate how requirements of the Act will be addressed:

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## 12. SITE SCREENING

1. Has the property in the past or present been used for non-residential use? What was/is the nature of the use:  

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2. Is the nearest boundary line of the subject property within 500 metres of any active or inactive waste disposal facilities (transfer stations, landfills or dumps? Yes ☐ No ☐
3. Have previous agricultural operations ever included the application of cyanide pesticide products or sewage sludge on the subject lands? Yes ☐ No ☐
4. Are you aware of any underground storage tanks or other buried waste on the property? Yes ☐ No ☐
5. Are there/were there existing or previous existing buildings where the building materials remaining are potentially hazardous to health? E.g. Asbestos, PCBs etc. Yes ☐ No ☐
6. Is there any current Environmental Site Assessment report for the site or has there been any prepared within the last 5 years? If yes, submit a copy with your application Yes ☐ No ☐
7. Has an Environmental Site Assessment been submitted to the City in support of a planning application in the past? If yes, indicate the type of the application and file(s) Yes ☐ No ☐

## AFFIDAVIT OF APPLICANT

I, \_\_\_\_\_ of the \_\_\_\_\_ in the  
(type or print name)

\_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all the above statements contained within the application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if I made under oath, and by virtue of "The Canada Evidence Act".

Declared before me at the \_\_\_\_\_ in the \_\_\_\_\_ of  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
Signature

**REGISTERED OWNER'S AUTHORIZATION**

The owner must complete the following:

I, \_\_\_\_\_ being the registered  
(type or print name)

Owner of the subject lands hereby authorize \_\_\_\_\_  
(type or print name of applicant)

To prepare and submit an application to amend the \_\_\_\_\_  
(type or print application type(s))

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Signature*

**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.**



CITY OF BRAMPTON – PLANNING & DEVELOPMENT SERVICES DEPARTMENT

**APPLICATION FEE CALCULATION**

(Last Updated December 21, 2021)

**Note: This form to be filled out by applicant in conjunction with Schedule A, City of Brampton Application Fee Schedule**

**Applicant Name:** \_\_\_\_\_

**Location:** Lot \_\_\_\_\_ **Plan:** \_\_\_\_\_ **Concession:** \_\_\_\_\_

**1.0 Application Fees:** (this is an abridged listing of the Council Approved Development Application Fees By-law 85-96, as amended)

<b>1.1 Zoning By-law Amendment Only plus applicable fee in section 2.1</b>	\$13,041
<b>1.2 Official Plan Amendment Only</b>	\$8,659
<b>1.3 Plan of Subdivision Only plus applicable fee in section 2.1</b>	\$9,101
<b>1.4 Plan of Condominium plus applicable fee in section 2.1</b>	\$6,445
<b>1.5 Community Block Plan or Community Block Plan Approval plus applicable fee in 2.5</b>	\$8,659
<b>1.6 Pre-Consultation Fee</b>	\$491
<b>1.7 Temporary Use Zoning By-law Amendment</b>	\$1,256

**2.1 For development applications identified in sections 1.1; 1.3; 1.4**

**2.1.1 Residential Component:**

**Number of Units**

<b>Apartments:</b> first 25 Units	_____ x \$446/unit	\$ _____
next 26 to 100 Units	_____ x \$357/unit	\$ _____
next 101 to 200 Units	_____ x \$271/unit	\$ _____
remaining units	_____ x \$224/unit	\$ _____

**All other residential:** \_\_\_\_\_ x \$917/unit \$ \_\_\_\_\_

\* Maximum fee for applications involving subdivision - \$485,852

**PLEASE NOTE: ALL PART LOTS FRONTING ONTO A STREET IN A PROPOSED SUBDIVISION ARE SUBJECT TO FULL DWELLING UNIT FEES  
ALL AREA CALCUALTIONS (i.e. COMMERCIAL) SHOULD BE ROUNDED TO 3 DECIMAL PLACES**

**2.1.2 Commercial** \_\_\_\_\_ x \$9,197/net hectare \$ \_\_\_\_\_

**2.1.3 Industrial** \_\_\_\_\_ x \$9,197/net hectare \$ \_\_\_\_\_

**2.1.4 Institutional** \_\_\_\_\_ x \$9,197/net hectare \$ \_\_\_\_\_

**2.2 Draft Plan Approval (Condominium & Subdivision)**

<b>2.2.1 Revision of Draft Plan after Draft Approval (requested by Applicant/Owner)</b>	<b>\$3,640</b>	<b>\$ _____</b>
<b>2.2.2 Revisions to Conditions of Draft Plan Approval (requested by Applicant/Owner)</b>	<b>\$3,640</b>	<b>\$ _____</b>
<b>2.2.3 Extension of Draft Plan Approval</b>	<b>\$3,640</b>	<b>\$ _____</b>
<b>2.2.4 Registration of each phase of a plan (cost per phase beyond first phase)</b>	<b>\$3,640</b>	<b>\$ _____</b>

**Plus the per unit fee in 2.1 for any additional units due to revisions.**

2.3	Proposal Sign (Note: Sign Fee not required for Pre-consultation Applications and Condominium Applications)		\$ 889
2.4	Ontario Municipal Board Mailing Labels	_____ x \$1.81 each label	\$ _____
2.5	Community Block Plan or Community Block Plan Amendment	_____ x \$779/gross hectare	\$ _____
TOTAL FEES PAYABLE TO THE CITY OF BRAMPTON			\$ _____

PLEASE NOTE: REGION OF PEEL FEES ARE REQUIRED FOR OFFICIAL PLAN, SUBDIVISION & CONDO

## **PLANNING & DEVELOPMENT SERVICES DEPARTMENT**

### **Digital Submission Standards – Block Plan**

#### **Introduction**

The following information outlines the requirements of digital submissions for Block Plans. By following the instructions laid out in this document, it will allow for more effective customer service, and better integration of digital plans into the City of Brampton's Corporate GIS.

***For each submission or modification of the Block Plan the applicant is required to submit the following:***

#### **Each Submission must contain:**

- One (1) digital CAD file of the plan must be submitted in **MicroStation DGN (2D) or AutoCAD DWG (2D)** format. No reference files are to be used.
- One (1) digital **PDF** of the plan in preferably 24" x 36" (Architectural D size) representing an exact copy of the paper submission must be provided.
- The digital drawing must be georeferenced. The standard coordinate system for the City is Universal Transverse Mercator (UTM) Zone 17 with the North American Datum 1983 (NAD83). The map units for all features in the file must be in metric, set to metres and un-scaled (1:1). A base seed file for a specific area is available upon request from Technical Services, Planning and Development Services Department.
- The plan must be specifically formatted to be clear and legible in preferably 24" x 36" (Architectural D size) landscape print format. It should be proportionally scaled by the applicant to fit their plan.
- Applicable Layers/levels must be as set out in the Level Structure below, as provided within the base seed file. Weights and colours are at the discretion of the applicant.
- For any revisions arising out of the circulation and review process requiring the submission of revised drawings; a revised PDF and digital CAD version must also be submitted to Technical Services, Planning and Development Services Department via email ([gis.planning@brampton.ca](mailto:gis.planning@brampton.ca)) or on CD or DVD. Please include a contact name and a brief description of the contents including the city file name of your application.
- **Please note that for drawings submitted in MicroStation DGN (2D) or AutoCAD DWG (2D) format, georeferencing and level names must remain accurate and consistent, and continue throughout all stages of the Block Plan submission.**

#### **General Notes**

- Use common line-types and fonts (TrueType Fonts). Colour palettes, font types, or reference files are to be submitted along with the digital drawings.
- Where applicable, all line work must be closed, creating polygons, meaning that all lines that meet must be snapped together.

- GIS\_ANY\_OTHER\_FEATURE (i.e. GIS\_WOODLOT) naming convention must be used to identify any other significant features not identified within the Level Structure below, but included within the drawing submission.

### Planning, Design & Development Level Structure

Level/Layer Name	Description	Element Type
GIS_BIKE_LANE	Proposed bike lane (on-street)	Line
GIS_BIKE_ROUTE	Proposed bike route	Line
GIS_BUFFER	Proposed buffer	Polygon
GIS_COM_SERVICE	Proposed site for service commercial land use	Polygon
GIS_COM_SPECOFF_SERVCOM	Proposed site for specialty office and service commercial land use	Polygon
GIS_COM_CONVENIENCE	Proposed site for convenience commercial land use	Polygon
GIS_COM_HIGHWAY	Proposed site for highway commercial land use	Polygon
GIS_COM_NEIGHBOURHOOD	Proposed site for neighbourhood commercial land use	Polygon
GIS_COM_OFFICECENTRE	Proposed site for office centre land use	Polygon
GIS_DRIPLINE	Staked dripline of woodland	Line or Polygon
GIS_EDGE-WATER	Edge of water (pond/watercourse)	Line or Polygon
GIS_EX_BUILDING	Existing building and/or structure	Line or Polygon
GIS_EX_LOT_BLOCK	Existing lot and block line	Line
GIS_EX_PLACE_OF_WORSHIP	Existing place of worship	Polygon
GIS_EX_STREET	Existing street (centreline) within or surrounding subject plan	Line
GIS_FLOODLINE	Flood line extent	Line
GIS_GATEWAY_PRIMARY	Proposed primary gateway	Point, Line or Polygon
GIS_HERITAGE_DES	Designated heritage property	Polygon
GIS_HERITAGE_LISTED	Listed heritage property	Polygon
GIS _INDUSTRIAL	Proposed industrial land use	Polygon
GIS _INDUSTRIAL_PRESTIGE	Proposed prestige industrial land use	Polygon
GIS _INSTITUTIONAL	Proposed institutional land use (not schools)	Polygon
GIS _INSTITUTIONAL_SCHOOL	Proposed institutional school land use	Polygon
GIS_LEGAL_LINE	Any relevant background legal line, lot, concession, registered or reference plan, or easement	Line
GIS_LOT_BLOCK	Proposed lot or block line	Line
GIS_MIXED_USE	Proposed mixed use site	Polygon
GIS_NON_PARTICIPANT	Non-participating properties/lands	Polygon
GIS_OPEN_SPACE	Natural Heritage System, proposed open space	Polygon

Level/Layer Name	Description	Element Type
GIS_PARK_PARKETTE	Proposed park or parkette	Polygon
GIS_PARK_VISTA	Proposed vista	Polygon
GIS_PATHWAY	Proposed pathway or walkway	Line
GIS_PLACE_OF_WORSHIP	Proposed place of worship	Polygon
GIS_RES_EXECUTIVE	Proposed executive residential	Polygon
GIS_RES_HIGHDENSITY	Proposed high density residential	Polygon
GIS_RES_LOWDENSITY	Proposed low density residential	Polygon
GIS_RES_LOWMEDDENSITY	Proposed low/medium density residential	Polygon
GIS_RES_MEDDENSITY	Proposed medium density residential	Polygon
GIS_RES_MEDHIGHDENSITY	Proposed medium/high density residential	Polygon
GIS_RES_VILLAGE	Village residential	Polygon
GIS_RESERVE_SITE	Reserved sites (for future schools, etc.)	Polygon
GIS_ROW	Proposed right-of-way parcel boundary line	Polygon
GIS_ROUNDABOUT	Proposed roundabout intersection	Line or Polygon
GIS_SIDEWALK	Proposed sidewalk	Line
GIS_SPECIAL_POLICY_AREA	Area subject to special policy or special study	Polygon
GIS_STORMWATER_MGMT	Proposed storm water management pond or channel	Polygon
GIS_STREET	Proposed street (centreline) in subject plan	Line
GIS_STREETSCAPE_ENHANCE	Proposed streetscape enhancement	Line or Polygon
GIS_TERTIARY_PLAN_AREA	Area subject to tertiary plan	Polygon
GIS_TITLE_BLOCK	Title block line work (scale as needed)	Line
GIS_TOP_OF_BANK	Existing staked top of bank	Line or Polygon
GIS_VALLEYLAND	Extent of valley land	Polygon
GIS_WETLAND	Locally and provincially significant wetland	Polygon
GIS_WOODLAND	Woodland	Polygon
GIS_TX_BIKE_LANE	Proposed bike lane (on-street) text	Text
GIS_TX_BIKE_ROUTE	Proposed bike route text	Text
GIS_TX_BUFFER	Proposed buffer text	Text
GIS_TX_COM_SERVICE	Proposed site for service commercial land use text	Text
GIS_TX_COM_SPECOFF_SERVCOM	Proposed site for specialty office and service commercial land use text	Text
GIS_TX_COM_CONVENIENCE	Proposed site for convenience commercial land use text	Text
GIS_TX_COM_HIGHWAY	Proposed site for highway commercial land use text	Text
GIS_TX_COM_NEIGHBOURHOOD	Proposed site for neighbourhood commercial land use	Text



Level/Layer Name	Description	Element Type
GIS_TX_COM_OFFICECENTRE	Proposed site for office centre land use text	Text
GIS_TX_DRIPLINE	Staked dripline of woodland text	Text
GIS_TX_EDGE-WATER	Edge of water (pond/watercourse) text	Text
GIS_TX_EX_BUI LDI NG	Existing buildings text	Text
GIS_TX_EX_LOT_BLOCK	Existing lot and block text	Text
GIS_TX_EX_PLACE_OF_WORSHIP	Existing place of worship text	Text
GIS_TX_EX_STREET	Existing street (centreline) labels within or surrounding subject plan	Text
GIS_TX_FLOODLI NE	Flood line extent text	Text
GIS_TX_GATEWAY_PRI MARY	Proposed primary gateway text	Text
GIS_TX_HERITAGE_DES	Designated heritage property text	Text
GIS_TX_HERITAGE_LISTED	Listed heritage property text	Text
GIS_TX_INDUSTRIAL	Proposed industrial site text	Text
GIS_TX_INDUSTRIAL_PRESTIGE	Proposed prestige industrial land use text	Text
GIS_TX_INSTITUTIONAL	Proposed institutional site text	Text
GIS_TX_INSTITUTIONAL_SCHOOL	Proposed institutional school land use text	Text
GIS_TX_LEGAL_LINE	Any relevant background legal line, lot, concession, registered & reference plan, or easement text	Text
GIS_TX_LOT_BLOCK	Proposed lot or block text	Text
GIS_TX_MIXED_USE	Proposed mixed use site text	Text
GIS_TX_NON_PARTI CI PANT	Non-participating properties/lands text	Text
GIS_JX_ OPEN SPACE	Natural Heritage System, proposed open space or vista text	Text
GIS_TX_PARK_PARKETTE	Proposed park or parkette text	Text
GIS_TX_PARK_VISTA	Proposed vista text	Text
GIS_TX_PATH WAY	Proposed pathway or walkway text	Text
GIS_TX_PLACE_OF_WORSHIP	Proposed place of worship text	Text
GIS_TX_RES_EXECUTIVE	Proposed executive residential text	Text
GIS_ TX_RES_HIGHDENSITY	Proposed high density residential text	Text
GIS_ TX_RES_LOWDENSITY	Proposed low density residential text	Text
GIS_ TX_RES_LOWMEDDENSITY	Proposed low/medium density residential text	Text
GIS_ TX_RES_MEDDENSITY	Proposed medium density residential text	Text
GIS_ TX_RES_MEDHIGHDENSITY	Proposed medium/high density residential text	Text
GIS_ TX_RES_VILLAGE	Village residential text	Text
GIS_ TX_RESERVE_SITE	Reserved sites (for future schools, etc.) text	Text
GIS_TX_ROW	Right-of-way parcel boundary line text	Text

Level/Layer Name	Description	Element Type
GIS_TX_ROUNDABOUT	Proposed roundabout intersection text	Text
GIS_TX_SIDEWALK	Proposed sidewalk text	Text
GIS_TX_SPECIAL_POLICY_AREA	Area subject to special policy or special study text	Text
GIS_TX_STORMWATER_MGMT	Text for storm water management ponds, channels, structures, etc...	Text
GIS_TX_STREET	Proposed street (centreline) labels in subject plan	Text
GIS_TX_STREETSCAPE_ENHANCE	Proposed streetscape enhancement text	Text
GIS_TX_TERTIARY_PLAN_AREA	Area subject to tertiary plan text	Text
GIS_TX_TITLE_BLOCK	Title block line text	Text
GIS_TX_TOP_OF_BANK	Existing staked top of bank text	Text
GIS_TX_VALLEYLAND	Extent of valley land text	Text
GIS_TX_WETLAND	Locally and provincially significant wetland text	Text
GIS_TX_WOODLAND	Woodland text	Text



### PROPERTY SIGNAGE REQUIREMENTS FOR APPLICATIONS TO AMEND THE OFFICIAL PLAN AND/OR ZONING BY-LAW

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#### **CITY OF BRAMPTON SIGN REQUIREMENTS:**

In accordance with policy 5.29.7 of the Official Plan of the City of Brampton, for applications to amend the Official Plan and/or Zoning By-law and Plans of Subdivision the owner is required to authorize an applicant to erect and maintain in a structurally sound condition, the required sign (or signs) to inform that an application has been filed for the subject property. In this regard, the owner means any person; firm or corporation controlling the property under consideration and the applicant shall include any authorized agent, person, firm or corporation, all as specified on the required application form(s).

Within 14 days of the receipt of the development application by the City of Brampton, and prior to any formal public meeting as required under the *Planning Act* of Ontario, the applicant shall submit written proof signed by the owner of the subject property to the planner in the Planning & Development Services Department assigned the processing of the application, indicating that a sign has been erected in accordance with the City's requirements and agreeing to other obligations regarding sign maintenance and sign removal (*see Part A below for sign specifications, and Part B below regarding the form of the required written proof*).

#### **WARNINGS:**

**IF A SIGN IS NOT ERECTED ON A PROPERTY, AND A SIGNED LETTER FROM THE OWNER IS NOT RECEIVED REGARDING AGREEMENT WITH SIGNAGE OBLIGATIONS, THEN THE APPLICATION WILL NOT BE PROCESSED OR NOT BE ALLOWED TO PROCEED TO A FORMAL PUBLIC MEETING AS REQUIRED UNDER THE PLANNING ACT OF ONTARIO, THEREBY DELAYING PROCESSING TIMELINES.**

**A SIGN THAT IS LEFT ON A PROPERTY AND NOT REMOVED AFTER A DECISION HAS BEEN MADE ON AN APPLICATION IS CONSIDERED TO BE AN UNDESIRABLE BLIGHT ON THE LANDSCAPE. SUBMISSION OF THE LETTER OF PROOF OF SIGNAGE CONSTITUTES THE OWNER'S AGREEMENT TO REMOVE SIGNAGE IN ACCORDANCE WITH CITY REQUIREMENTS AND THE EVENTUAL REMOVAL OF THE SIGN MUST BE ADHERED TO.**

**APPLICANTS ARE RESPONSIBLE FOR CONTACTING CITY STAFF TO INITIATE THE RETURN OF THE SIGN DEPOSIT. AFTER A PERIOD OF 2 YEARS FROM THE DATE THE DEPOSIT IS NO LONGER REQUIRED, AS DETERMINED BY CITY STAFF, IF THE APPLICANT HAS NOT SATISFIED CITY STAFF THAT THE SIGN IS REMOVED, THE DEPOSIT WILL BE ASSUMED BY THE CITY AND WILL NO LONGER BE REIMBURSED**

## **PART A- SIGN SPECIFICATIONS:**

### **Details:**

The details to be shown on the notice sign depends on the complexity of the development application, however, it is expected that all aspects of the preparation and installation of the sign be done in a professional manner. Basic details required being included on the notice sign as applicable are:

- subject property outlined in bold and dimensioned (in metric and imperial measurement);
- distance from nearest intersection (in metric and imperial measurement);
- nearest intersection street names;
- north arrow;
- location of access proposed;
- show collector road, or main local road.

All proposed land uses are to be shown schematically as per the proposed development using the colours noted in Table One below.

**Table One – Land Use by Colour Code**

<b>Land Use</b>	<b>Colour</b>
Detached Dwellings	Yellow
Semi-Detached Dwellings	Yellow, with a light cross hatching to distinguish from Det. Dwells
Townhouses	Orange
Apartments	Dark Brown
Service/Retail Commercial	Red
Office Commercial	Pink
General Industrial	Light Blue
Prestige Industrial	Dark Blue
Valleylands, Buffer Blocks, Stormwater Ponds, Visa Blocks	Light Green
Parks	Dark Green
Utilities (i.e. TransCanada Pipeline)	Grey
Institutional	Green

**Note: See attached example of typical sign in order to better understand the specifications and details as referenced herein.**

**Wording:**

Before installing the sign, the applicant shall contact the planner in the Planning & Development Services Department that is assigned to the processing of the application, to confirm the wording and illustrations used to describe the application. However, the basic wording details on the attached example must be adhered to; including:

- the type of application and a description;
- a listing of the owner and the agent;
- the following text: "For more information about this matter, including information about obtaining a copy of the notice and about preserving your appeal rights, contact the Planning & Development Services Department by visiting City Hall during regular business hours, by sending an email to : [planning.development@brampton.ca](mailto:planning.development@brampton.ca), or by calling 905-874-2050. Refer to File # \_\_\_\_\_"
- a note that the illustration is a conceptual plan for information purposes, that is subject to change; and
- a note identifying "Date Sign Erected":

**Size and Height:**

- Minimum size: 2.4 metres wide by 1.2 metres high.
- Ground clearance: 0.9 metre minimum, 1.2 metres maximum.
- Sign to be mounted to supports with 12mm hex head bolts and nuts with flat washers both sides.

**Sign Supports:**

The sign supports must be able to sustain the weight of the application sign for a considerable period of time and through various climatic conditions (i.e. heavy winds) so as to ensure that the sign does not fall over. Therefore, the sign must be mounted in a manner ensuring stability. Accordingly, concrete footings are recommended, to be formed against undisturbed, well-drained soil to a minimum depth of 1.3 metres with a compressive strength of 25 mpa at 28 days.

**Materials:**

2cm exterior grade plywood panel with horizontal fir stringers to be located behind the top, bottom and centre of the sign panel.

**Paint:**

Sign panels and all structural members shall be painted on all sides and edges with two coats of white exterior type matte finish alkyd paint over a suitable primer.

**Lettering:**

The sign to be professionally lettered or silk-screened with dark blue or black lettering on a white background. Typefaces to be Arial (***see references to Typeface A on attached example of typical sign specifications with type A being Arial***). All typeface may be condensed or extended to fit the sign area.

**Location:**

One sign shall be erected along each street frontage of the property so as to be clearly visible from the street, and shall be erected at a minimum distance of 1.5 metres (5 feet) from the lot line and midway between the opposing property lines. The sign shall be erected in a location ensuring safe sight lines at intersections, driveways etc. and if safe conditions are not met, then the applicant shall remove and re-install the sign to the satisfaction of the City at the owner's expense



**PART B – PROOF THAT SIGNAGE HAS BEEN INSTALLED TO CITY SPECIFICATIONS INCLUDING OBLIGATIONS REGARDING MAINTENANCE AND SIGN REMOVAL:**

Prior to an application being allowed to proceed to a formal public meeting as required under the *Planning Act* of Ontario, and within 14 days of receipt of the application by the City of Brampton, the applicant must submit a letter signed by the owner to the assigned planner in the Planning & Development Services Department, confirming that a sign has been erected in accordance with the City's requirements and agreeing to other obligations regarding sign maintenance and sign removal. Further, a photograph of the installed sign and a digital copy (i.e. pdf version) of the map, that was used on the sign, is also to be provided to the assigned planner.

A sample of the required letter is found below:

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*Date*

*City of Brampton  
Third Floor- Planning & Development Services Department  
2 Wellington Street West  
Brampton, ON L6Y 4R2*

*Dear (name of Planner Assigned Application):*

*Re: Draft Proposed Plan of Condominium (and, if applicable, Application to Amend the Official Plan and/or Zoning By-law Application, and/or Proposed Plan of Subdivision) Applicant Name/Agent Name  
Lot and Concession Number  
City File Number:*

*Attached please find digital pictures illustrating that the required sign(s) in connection with the above-noted application(s), has (have) been erected in accordance with the City's requirements and specifications. The sign(s) was/were erected on the subject property on (indicate date). Further, please also find the attached digital version of the map that is depicted on the sign.*

*I hereby agree to:*

- (i) maintain the required sign(s) in good condition (in structure, paint work and lettering) throughout the processing of the application, and will periodically*

*inspect the required sign(s) to ensure the sign(s) remain posted on the subject property in good order, including at my expense, the re-installation of the sign(s), should the sign(s) become damaged, fall over, or require re-installation due to a conflict with safe sight lines.*

*(ii) remove the sign(s) within 48 hours:*

*a) after withdrawing the application; or,*

*b) after having been notified by the City and/or the Ontario Municipal Board that the application has been approved or denied.*

*I hereby also acknowledge that I am responsible for contacting City staff to initiate the return of the sign deposit, and that if this action has not occurred within 2 years from the date that the deposit is no longer required, as determined by City staff, the deposit will be assumed by the City and will no longer be reimbursed.*

*Yours truly,*

*(Signature of Owner)*

*Attachment — Copy of letter with picture of application sign.*

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# Example of Typical Property Signage for an Application

## A → Notice: Official Plan Amendment

A proposal has been made to:

## A → Re-designate From Neighborhood Retail To District Retail And Stormwater Management Pond



Owner:

Agent:



For more information about this matter, including information about obtaining a copy of the notice and about preserving your appeal rights, contact the Planning and Development Services Department, City of Brampton, by visiting the City Hall during regular business hours, by sending an email to [planning.development@brampton.ca](mailto:planning.development@brampton.ca), or by calling 905-874-2050. Refer to File #

Date Sign Erected:

**Note:** Only Arial font shall be used. Words are not to use all capital letters

**Note:** All typefaces may be condensed or extended to fit the sign area

**Note:** Minimum height of sign should be 48", width can vary to suit

**Note:** (A) = wording to be in **bold**