



**GUIDE TO APPLICATIONS
SUBDIVISION AND CONDOMINIUM**
*application for approval under Sections 50 and 51 of the
Planning Act R.S.O. 1990*

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

**A. APPLYING FOR DRAFT PLAN OF SUBDIVISION
APPROVAL AND/OR DRAFT PLAN OF CONDOMINIUM**

The attached application form is to be used only when applying to the City of Brampton for draft plan of subdivision approval and draft plan of condominium. **The application must be completed in full and submitted together with the draft plan, the application fee (see Schedule A attached to this guide) and in accordance with the applicable provisions of the Planning Act. In order to meet processing time frames the applicant is advised that pre-consultation with appropriate authorities during completion of the application is key to ensuring identification of all issues and in particular requirements for supporting documentation reports.**

B. USING THE APPLICATION FORM

1. The appropriate 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 Planning Act requires that the applicant shall provide as many digital and paper copies of a draft plan as may be necessary. The Drawing shall show all information prescribed in Section 51 (17) and 51 (18) of the Planning Act. The plan must be drawn to scale with boundaries certified by an Ontario Land Surveyor and include the applicants' certificate. All drawing dimensions must be shown in metric units.

To carry out the review of the application the following must be provided

Application Form Requirements

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

Draft Plan Requirements

- 25 copies of the draft plan individually folded to 8 ½ x 11 (**if GIS requirements are met**)
- 50 copies of the draft plan individually folded to 8 ½ x 11 (**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

The Planning Act requires that the applicant shall provide as many digital and paper copies of a draft plan as may be necessary. The Drawing shall show all information prescribed in Section 51 (17) and 51 (18) of the Planning Act. The plan must be drawn to scale with boundaries certified by an Ontario Land Surveyor and include the applicants' certificate. All drawing dimensions must be shown in metric units.

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, Design and Development. 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



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digital CAD version must also be submitted to Technical Services, Planning, Design and Development via email (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 including the Draft Plan, Draft Approval, Registration.**
- **Assumption of a Subdivision requires MicroStation DGN drawings.**

E. INFORMATION TO BE SHOWN ON THE DRAFT PLAN UNDER SECTION 51 (17) OF THE PLANNING ACT, R.S.O., 1990

1. the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
2. the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
3. on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
4. the purpose for which the proposed lots are to be used;
5. the existing uses of all adjoining lands;
6. the approximate dimensions and layout of the proposed lots;
7. natural and artificial features such as buildings and other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
8. the availability and nature of domestic water supplies;
9. the nature and porosity of soil;
10. existing contours or elevations as may be required to determine the grade of the highways and the drainage of the lands proposed to be subdivided;
11. the municipal services available or to be available to the land proposed to be subdivided; and
12. the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

F. 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.
4. In the case of a proposed plan of subdivision the agencies affected by any conditions must indicate to the City that they have been fulfilled to their satisfaction prior to the approval of the final plan for registration.

I. CONCURRENT CLASS EA PROJECT APPROVAL

Section 6 of the Environmental Assessment Act prevents draft approval of a plan of subdivision until the requirements of Section 5(1) have been fulfilled. Section 9 of the application requires that any Schedule C water, storm drainage, sewage or road projects be identified and the location and dimensions of such projects be shown on the proposed plan of subdivision.