



GUIDE TO APPLICATIONS
TO AMEND THE OFFICIAL PLAN AND/OR ZONING BY-LAW
application for approval under Sections 22 and 34 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 4Z2
Telephone: (905) 874-2050 Fax: (905) 874-2099

A. APPLYING FOR AN AMENDMENT TO THE OFFICIAL PLAN AND/OR ZONING BY-LAW

The attached application form is to be used only when applying to the City of Brampton for application to amend the Official Plan and/or Zoning By-law. **The application must be completed in full and submitted together with the application fee (see Schedule A attached to this guide) in accordance with the applicable provisions of the Planning Act as set out in Ontario Regulation 543/06 and 545/06. 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

Application 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**)
- 1 original Draft Official Plan Amendment and/or Zoning By-law Amendment, 3 copies and 1 digital copy (**PDF or Word**)

Conceptual Site Plan Requirements

- 25 folded copies (**if GIS requirements are met**)
- 70 folded copies (**if GIS requirements are not met**)
- 1 folded copy of the property survey and 1 digital copy (**PDF**)
- 2 reductions at 8 ½ x 11 on photographic paper (**KP5**)

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 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**



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(2D) or AutoCAD DWG (2D) format, georeferencing, level numbers and names must remain accurate and consistent, and continue throughout all stages of submission.

- the zoning category/ies being requested and the specific zoning standards being requested.

H. SIGNING THE PROPERTY

The applicant shall erect a sign in accordance with the requirements and file with the Planning, Design and Development Department, a letter agreeing to maintain the sign(s) both for structure and paint work to the satisfaction of the Commissioner of Planning, Design and Development.

I. FOLLOWING THE SUBMISSION OF THE APPLICATION

1. After accepting the application **as complete (as per Sections 22(b) and 34(10.3) of the Planning Act**, (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. If approved, conditions may be imposed by the City.
4. Sections 22 and 34 of the Planning Act also provides the opportunity for any person or public body to appeal the decision of the City to the Ontario Municipal Board, but only if they have made oral submissions at a Public Meeting or written submissions to the City before a by-law is passed or before an official plan is adopted. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City before the by-law is passed or before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board.

E. INFORMATION TO BE SHOWN ON DRAWINGS

Property Survey:

Boundaries and dimensions of the subject property and the location, size type of all existing buildings and structures on the subject property including the distance of the buildings or structures from the front, rear and side lot lines. The Location of all natural and artificial features (i.e. buildings, railways, roads, watercourses, wooded areas, wells and septic tanks, etc) all certified by an Ontario Land Surveyor.

Conceptual Site Development Plan:

- north arrow, scale and legal description of property
- location, name, width, of all roads within and abutting the subject lands
- existing and proposed street widenings
- all proposed access locations and their widths plus existing access locations on properties abutting and on the opposite side of roads from the subject property
- current use of abutting lands
- any artificial or man-made features (i.e. watercourses, swales, woodlots, etc.) on or adjacent to the site
- existing and proposed contours when significant alterations to grade are proposed
- proposed buildings and structures proposed to be retained
- setback of all buildings from the property boundaries
- layout of parking spaces, aisles and driveways
- proposed landscape areas and general treatment (i.e. berming, sodding, walkways, etc.)
- location and design of garbage disposal facilities
- summary statistics, including the building height, gross site area, gross building floor area, building coverage ratio, landscape area ratio, density and proportion of different uses, and
- separate drawing illustrating massing and conceptual architectural design, if warranted

F. PLANNING ACT JUSTIFICATION AND RATIONALE

In the case of an application to amend the Official Plan and/or Zoning By-law, **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). It is beneficial to demonstrate in this rationale report how the proposal will conform to the applicable provincial policy statements.

G. DETAILS OF THE PROPOSED AMENDMENTS

The applicant shall include on the application form or on separate pages

- the specifics of the requested amendments;
- all Official Plan policy changes being proposed;
- all uses proposed to be accommodated by the proposed amendments; and