

Guidelines for the Approval of

New Homes Sales Offices (Building Permits, Agreements, Securities)

ENCLOSURES: Site Plan Application
Building Permit Application
Grading and Drainage Approval Requirements
Guidelines for Community Information Maps

1. Pre-application Checklist

Before filing an application for a temporary sales office please check to ensure that your proposal meets the requirements of or is not affected by the following regulations or requirements.

ZONING

Review the relevant zoning by-law with a zoning examiner to confirm the use, size, parking requirement and setback limitations. If the proposal does not conform to the zoning by-law, an application to the Committee of Adjustment may be required.
Contact: Zoning - 8850 McLaughlin Road, Unit 1: 905-874-2090

ROAD ACCESS

If an existing driveway access is not being used approval must be obtained for a new road access before the building permit issues.
Contact: Regional Road - Region of Peel Works & Transportation: 905-791-7800 Ext. 7868
City Road - City of Brampton Works & Transportation: 905-874-2500

MOVING A TRAILER

The moving of a trailer on City roads requires an Excess Load Moving Permit.
Contact: Works & Transportation, Traffic Division: 905-874-2517

MTO LAND USE PERMIT

For buildings located within 1/4 mile of an MTO ROW a Building Land Use Permit must be obtained before a building permit can be issued for the sales office.
Contact: Ministry of Transportation: 416-235-5385

CONSERVATION AUTHORITY

If any part of the lot on which the temporary structure is located is within an area regulated by a conservation authority, a land use permit may be required. This may affect the building location and/or grading of the lot.
Contact: TRCA (Toronto and Region Conservation Authority): 416-661-6600
CVCA (Credit Valley Conservation Authority): 905-670-1615

SIGNAGE

SEPARATE PERMITS ARE REQUIRED FOR ALL SIGNS ON THE TRAILER AND ON THE GROUND, BOTH ON AND OFF SITE. REVIEW THE PROPOSED SIGN PACKAGE WITH THE SIGN CO-ORDINATOR AS SOON AS IT HAS BEEN PREPARED TO DETERMINE COMPLIANCE WITH THE SIGN BY-LAW.
Contact: Sign Supervisor, 8850 McLaughlin Road, Unit 1: 905-874-2442

2. Site Plan and Building Permit Approval Process

File the site plan application and the building permit application concurrently. Applications must be fully completed and all documentation provided for both applications. Incomplete submissions will not be accepted.

SITE PLAN APPLICATION

- A completed site plan application form
- 6 copies of a site plan showing the proposed dimensions and location of the sales office, set backs from the property lines, the proposed location and layout of the parking area and the driveway grades
- 6 copies of a grading plan prepared and stamped by an engineer or land surveyor. The details of how the plan must be prepared and what the plan must include are outlined in the attached guidelines.
- Note: the site plan and grading plan may be combined.
- **An application fee of \$1126.30.**

Permits

Tel. 905-874-2401
Fax 905-874-2499

Inspections

Tel. 905-874-3700
Fax 905-874-3763

Zoning Services

Tel. 905-874-2090
Fax 905-874-2499

BUILDING PERMIT APPLICATION

- A completed permit application form
- Provide a letter from a solicitor confirming the registered owner and legal description of the property on which the temporary structure is located
- 2 copies of a site plan
- 2 sets of construction details to include:

1. Pre-Manufactured Building

- foundation and anchorage drawings and details
- details for any new construction, including such items as stairs, ramps, porches or canopies (Note: Barrier-free access must be provided to the office).

2. On-site Constructed Building

- foundation and framing details (Provide truss drawings and specs. if roof trusses are proposed)
- HVAC calculations, duct layout and appliance specifications

3. Sanitary facilities to be provided and, if inside, water and sanitary service

- Connections: The location of portable sanitary facilities must be clearly shown on the site plan for temporary buildings not equipped with water and sewer connections.
- Permit fee: - Pre-manufactured building: \$5.64 per m² of gross floor area.
- On-site construction building: \$11.26 per m² of gross floor area.

BUILDING PERMIT ISSUANCE

1. Plans Review

Upon completion of the plans review the applicant will be contacted by telephone and advised of any outstanding issues.

2. Agreement and Securities

Before the building permit can issue an agreement must be executed and securities must be posted. The applicant will be contacted when the agreement is prepared. Securities, in the form of a Letter of Credit or a certified cheque in the amount of \$40,000.00 per temporary sales office, must be provided with the executed agreement.

CONTACT: Permit Expediter, 8850 McLaughlin Road, Unit 1: 905-874-2401

3. Occupancy Permit and Opening of the Sales Office

When construction is complete and before the sales office is open for business:

- Submit a Notice of Completion to the Inspection Office requesting a final inspection for occupancy.

4. Removal of the Sales Office and Return of Securities

Securities will be returned only upon written request to the Manager of Plans and Permits in the Building Department and only upon the issuance of a demolition permit and completion of inspections to confirm the complete removal of the sales office, associated signage, closure of the site access (where applicable) and restoration of the site.

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GUIDELINES FOR COMMUNITY INFORMATION MAPS

The City of Brampton requires that all residential subdivision sales locations display a “**Community Information Map**”, also referred to as “**Homebuyers Information Map**”, which provides specific information to prospective purchasers on the subdivision and surrounding neighbourhood. The builder is also required to provide prospective purchasers with a copy of the attached document entitled: “**An Important Notice to New Home Purchasers from the City of Brampton**”. The information map and the notice are to be prepared by the subdivision owner (developer) or its’ agents. A building permit for the sales office will be issued when the affected builder can demonstrate that it has obtained an approved information map or has made other arrangements satisfactory to the City.

The information map is to be displayed in each sales office in a prominent, highly visible area close to the main entrance and a copy of the first page of the notice is to be attached to the Builder’s table top display map for the development. If the approved information map is not displayed to the satisfaction of the City at any time while a sales office is open to the public, the City may take corrective action provided for in the site plan agreement for the sales office location.

In order that sales can proceed immediately after draft plan approval of the subdivision, the information map can be prepared in two stages as follows:

- **The Preliminary Community Information Map (based on the draft plan of subdivision and to be completed prior to draft plan approval) shall include:**

1. The City and Regional approved street names.
2. The proposed land uses within the subdivision based on the draft approved plan.
3. Where applicable, a statement indicating that church and school sites may be used for residential uses if they are not acquired for their original purpose within the time period specified in the subdivision agreement.
4. The immediately surrounding existing and proposed land uses.
5. Those lots or blocks that have existing and potential environmental noise problems based on the noise feasibility study. Include all relevant warning clauses on the map.
6. The approximate locations of noise attenuation walls and berms.
7. The approximate locations and types of other fencing within the subdivision.
8. Where parks and open space, storm water management facilities and walkways are located;

9. The types and locations of parks, valley lands and other open space (i.e. passive or active) and a general description of their proposed facilities and anticipated level of maintenance (to be confirmed in each case with the Planning, Design and Development Department);
10. Potential locations of Canada Post Community Mail Boxes on all corner lots (except those at the intersection of an arterial road);
11. The following standard notes (modified as appropriate for each plan)

NOTICE AND ADVICE TO PURCHASERS

“THIS MAP IS INTENDED TO PROVIDE HOME BUYERS WITH GENERAL INFORMATION ABOUT THE SUBDIVISION AND THE SURROUNDING AREA. THE FOLLOWING IS A LIST OF POTENTIAL CONCERNS THAT HOME BUYERS MAY HAVE AND THE TELEPHONE NUMBERS AT CITY HALL IF YOU NEED MORE INFORMATION. FOR THE BEST SERVICE, YOU ARE ENCOURAGED TO CALL DURING NORMAL BUSINESS HOURS WHICH ARE 8:30 AM TO 4:30 PM, MONDAY TO FRIDAY.

PLEASE NOTE:

THIS MAP IS BASED ON INFORMATION AVAILABLE ON (month/year)_____ AND MAY BE REVISED WITHOUT NOTICE TO PURCHASERS. However, any change in permitted land use involves a planning process, including public notification in accordance with the Planning Act.

- **The map shows that there will be several types of housing in the subdivision including townhouses and apartment buildings. If you have any questions, please call (905) 874-2050.**
- **Sites shown on the map for future schools, apartments, townhouses, churches, shopping plazas, parks etc. could have driveways anywhere along their street frontage. If you have any questions, please call (905) 874-2050.**
- **Some streets in this subdivision will be extended in the future and temporary access roads will be closed. If you have any questions, please call (905) 874-2050.**

- **There may be catch basins or utilities easements located on some lots in this subdivision. If you have any questions, please call (905) 874-2532.**
- **Some lots and development blocks will be affected by noise from adjacent roads, the _____ railway, industries or aircraft and warnings will apply to purchasers. If you have any questions, please call (905) 874-2472.**
- **The map shows that some of the lots affected by noise will be fitted with noise barriers and some of the homes will be provided with central air conditioning to allow bedroom windows to be closed if necessary due to the noise. If you have any questions, please call (905) 874-2472.**
- **Valleys, woodlots and storm water management ponds in this subdivision will be left in a natural condition with minimal maintenance and no grass cutting, only periodic removal of paper and debris. If you have any questions, please call (905) 874-2336.**
- **Purchasers are advised that the final location of walkways in Blocks _____ may change without notice.**
- **Door to door mail delivery will not be provided in this subdivision and Community mail boxes will be directly beside some lots. If you have any questions, please call 1-800-267-1177.**
- **School and church sites in this subdivision may eventually be converted to residential uses and houses will be built instead. If you have any questions, please call (905) 874-2050.**
- **Some streets will have sidewalks on both sides while others will have them on only one side or not at all. If you have any questions, please call (905) 874-2532.**
- **The completion of some dwellings in this subdivision may be delayed until after the completion of exterior finishes on the adjacent buildings. If you have any questions, please call (905) 874-2441.**

- **There may be Brampton Transit bus routes on some streets within this subdivision with stops beside some homes. The City reserves the right to introduce transit services and facilities such as bus stops, shelters, pads, benches and other associated amenities on any City right-of-way as determined by Brampton Transit to provide effective service coverage. If you have any questions, please call (905) 874-2750.**
- **The offer of purchase and sale may contain itemized charges for features covered in the City's subdivision agreement. These features may include street trees, driveway paving, sodding, fencing, noise barriers, or gateway features, etc., on the public right-of-way. They may also be described in general terms, such as "community aesthetics enhancements". Despite paying this charge, the purchaser may be left without a tree on the lot in question. The City does not encourage this type of extra billing and has no control over vendors charging for street trees. If you have any questions, please call (905) 874-3448.**
- **The City will not reimburse purchasers, nor assist in any recovery of moneys paid, under any circumstance.**
- **Despite the Developer's agreement to furnish street trees, site conditions may prevent the planting of a street tree within the public right-of-way in front of a particular lot. In the event of a conflict with utilities, trees may be relocated in or removed from the right-of-way.**
- **The design of features on public lands may change. Features shown in the Community Design Guidelines may be constructed as shown or altered, at the City's discretion, without notification to purchasers. Builders' sales brochures may depict these features differently from what is shown on the Community Design Guidelines or the as-built drawings. The City has no control over builders' sales brochures.**
- **Gates are not permitted in fences when lots abut a valleyland, active park, woodlot or stormwater management pond.**
- **The City of Brampton's Zoning By-law regulates the width of driveways. Please do not have your driveway widened before inquiring about the permitted driveway width for your lot.**

- **This community is subject to Architectural Control. Models available for sale have to be pre-approved by the Control Architect and certain models may not be available for some of the lots. Check with your builder regarding the particular situation for the model and lot you intend to purchase.**
- **FOR FURTHER GENERAL INFORMATION ON PROPOSED AND EXISTING LAND USE, PLEASE CALL 905-874-2050.**
- **FOR DETAILED INFORMATION PERTAINING TO STREETScape, PARK OR OPEN SPACE ISSUES, PLEASE CALL THE SUBDIVIDER'S LANDSCAPE ARCHITECTURAL CONSULTANT _____ (NAME) AT _____(PHONE NUMBER).**
- **FOR DETAILED GRADING AND BERMING INFORMATION, PLEASE CALL THE SUBDIVIDER'S ENGINEERING CONSULTANT _____ (NAME) AT _____(PHONE NUMBER).**
- **The Detailed Community Information Map (based on the final plan of subdivision and completed prior to registration) shall include:**
 1. All of the information required on the preliminary map;
 2. The locations of all sidewalks and walkways;
 3. The locations of all rear yard catch basins and utility easements on private property where applicable;
 4. The locations of all above ground utilities;
 5. The locations of all bus stops;
 6. The locations of all temporary mailboxes.

Graphic Techniques and Submission Requirements for the Maps

Cross-hatching, toning, graphic symbols, and bold lettering shall be the primary techniques for displaying the required information to eliminate the need for colour on the copies provided to purchasers. Care should be exercised to ensure that the graphics and

text can be easily read at the reduced size to be determined by the builder for distribution to each purchaser. **The full size copies for the sales office and City files shall be fully coloured.** Although some individual artistic expression is encouraged in the preparation of these maps, the following specific graphic symbols and techniques shall be used in all cases where applicable:

- lots subject to noise warning (s): letra-tone or cross hatching
- lots with dwellings provided with central air-conditioning: ▲
- lots with dwellings equipped to receive future air-conditioning: λ
- sidewalks, fences walls: bold Lear-tape
- walkways: capital **W**
- community mail boxes: capital **P**

A minimum of three colored maps for the City's files and one additional coloured map for each builder in the proposed subdivision shall be submitted at a maximum scale of 1:1500 but smaller if possible on photographic (PMT, KP5 or equivalent) paper to the Planning, Design and Development Department. The developer shall be responsible for distributing the approved maps and the aforementioned notice to the affected builders and to ensure that this information is presented in each sales office. Prior to submitting the final copies for City approval, it is advisable to submit three black and white copies of the display map on bond paper for preliminary review and comment.

The developer is responsible for obtaining the required information and having it verified by the following agencies:

- for sidewalks, utilities and noise attenuation features.... City of Brampton Planning, Design and Development Department – Engineering and Development Services Division
- for fencing, berms and pathways.... City of Brampton Planning, Design and Development Department - Community Design Division
- for parks and facilities City of Brampton Planning, Design and Development Department - Community Design Division
- for community mailbox locations.... Canada Post
- for transit routes and stops.... Brampton Transit

Prior to submission to the Planning, Design and Development Department, the applicant shall obtain a written confirmation from Canada Post on community mailbox locations. A copy of this confirmation shall be attached to the submission.

For further information concerning display maps, call the City at 905-874-3448.

**AN IMPORTANT NOTICE
to
NEW HOME PURCHASERS
from
THE CITY OF BRAMPTON**

The Mayor and members of City Council are pleased that you are considering the purchase of a new home in Brampton. To help you make the right choice, our City Hall staff can provide answers to many questions about this development and the surrounding community.

You are encouraged to first view the Community Information Map displayed in this sales office, and if you have any further questions, please contact any of the City departments listed on the map at your convenience.

Have you considered the following facts on the Community Information Map, before purchasing a new home in this subdivision?

(Modify this list as appropriate to delete items that don't apply to the particular development.)

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Sales Office Site Plan Application

NOTE TO APPLICANTS:

Please print. Information must be complete in order to process this application.

Date Rec'd	Application No.	Accepted by:	Building File No.

Project Location	LOT/BLOCK	PLAN/CONCESSION	REFERENCE PLAN
Property Owner	NAME		
	STREET NO.	STREET NAME	SUITE NO. PHONE ()
	CITY	PROVINCE	POSTAL CODE FAX ()
Builder Information	LEGAL OWNER OF PROJECT (COMPANY NAME)		PHONE ()
	ADDRESS OF BUILDER		FAX ()
	MARKETING NAME	UMBRELLA NAME	
	PLAN NO. OF SUBDIVISION WHERE HOMES WILL BE BUILT	NUMBER OF LOTS	TYPE OF DWELLING UNITS <input type="checkbox"/> SFD <input type="checkbox"/> SD <input type="checkbox"/> TOWNS
Sales Office	LENGTH (m)	WIDTH (m)	GROSS FLOOR AREA (m2)
Subdivision Engineer	COMPANY NAME	CONTACT	PHONE ()
	STREET No. and NAME	CITY	PROV. POSTAL CODE FAX ()
Control Architect	COMPANY NAME	CONTACT	PHONE ()
	STREET No. and NAME	CITY	PROV. POSTAL CODE FAX ()
Applicant's Declaration	FIRST NAME	LAST NAME	PHONE ()
	STREET No.	STREET NAME	SUITE No. FAX ()
	CITY	PROV.	POSTAL CODE MOBILE ()
<p>Do hereby declare the following:</p> <p>1. THAT I am <input type="checkbox"/> the owner as stated above <input type="checkbox"/> the owner's authorized agent <input type="checkbox"/> an officer/employee of _____ which is an authorized agent of the owner.</p> <p>2. THAT the statements made and the information provided are true and correct and are made and provided with full knowledge of the circumstances relating to the application.</p> <p>3. THAT I have reviewed the procedure for sales office approval and understand that no building permit will be issued until an agreement is executed and security is posted.</p> <p>4. THAT prior to offering dwelling units for sale, confirmation of approval of models from the control architect and the preliminary community information map from the planner must be obtained.</p> <p>Applicant's Signature _____ Date _____</p>			
OFFICE USE ONLY			
Assigned Temporary Address	STREET No.	STREET NAME	
ZONING CLEARANCE	GRADING CLEARANCE	TRAFFIC CLEARANCE	BUILDING CLEARANCE
By:	By:	By:	By:
Date:	Date:	Date:	Date:
Comments:			