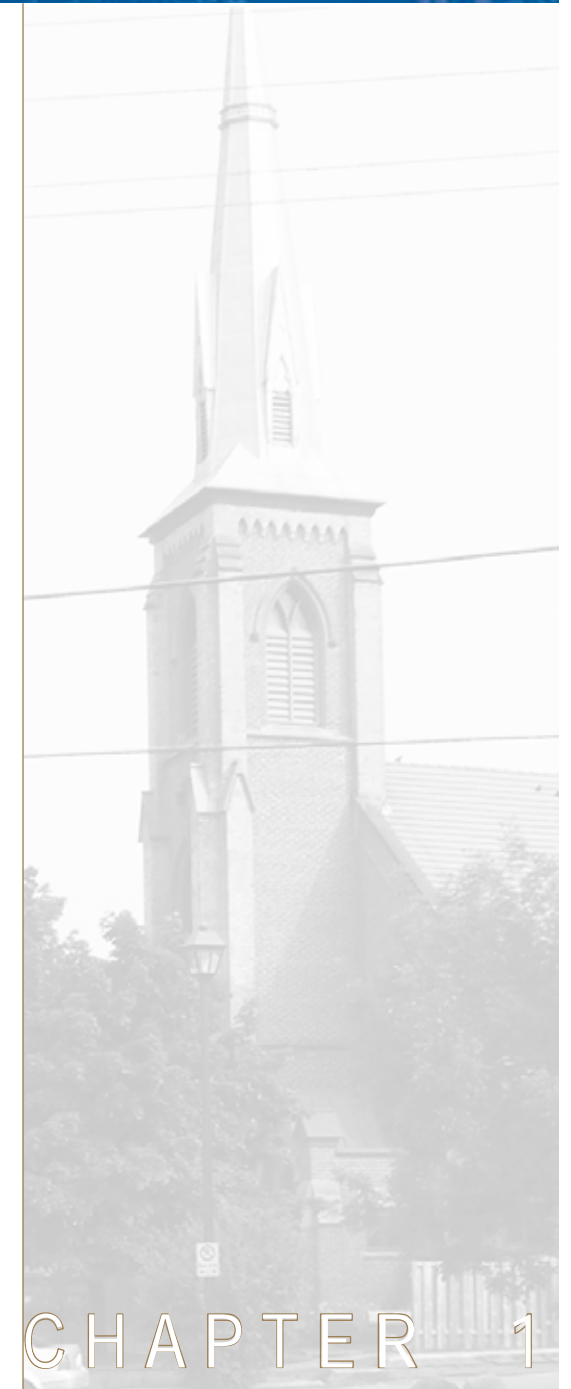


1.0 APPLICATION PROCESSING MANUAL

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CHAPTER 1

1.1 Introduction

This chapter sets out the general processing requirements for a development permit application in the Main Street North Development Permit System Area. The Development Permit By-law for Main Street North references certain requirements are dependent on the application type under Special Provisions. These applications types, their submission requirements, selected development requirements are set out in this Manual.

In accordance with Section 51.4 (13) of the Development Permit By-law, the detailed submission and processing rules and regulations are also provided in this Manual.

1.2 General Approach

The intent with the Main Street North Development Permit System Area is to integrate the planning policy framework (goals and objectives), permit rules and regulations and application processing, such that all aspects of the planning and development structure are coordinated and work towards the same end.

The overall aim is intent is to balance development controls with the streamlining of approval processes in an effort to support the ongoing redevelopment and revitalization of Main Street North. Therefore, the application and development type is matched with the processing requirements such that less complicated proposals are not required to go through the same process as a more extensive project. A simple application will go through a simplified process, have less submission requirements and lesser fees than a complicated application. As such, the processing requirements are intended to assist in the revitalization of the area, by ensuring that application review and processing is not overly onerous. Balance is

sought to ensure that submission are still sufficient to appropriately address important land use planning and site design issues and that important objectives such as the physical improvement of the area from a streetscape and landscape perspective is also achieved.

1.3 Structure

Section 1.4 establishes the general procedures for the review of a development permit application.

Table 1 sets out the standard submission requirements, potential submission requirements, fees, process type, standard and potential conditions, level of approval, need for conditions, securities and agreements. It is the primary reference to how an application will proceed.

Table 2 lists the supporting studies, plans and materials that may be required in conjunction with a development permit application. The specific requirements will be based on the application type.

Table 3 generally sets out what shall be contained on each plan.

Table 4 provides a description of the various application types and generally defines the process requirements for each.

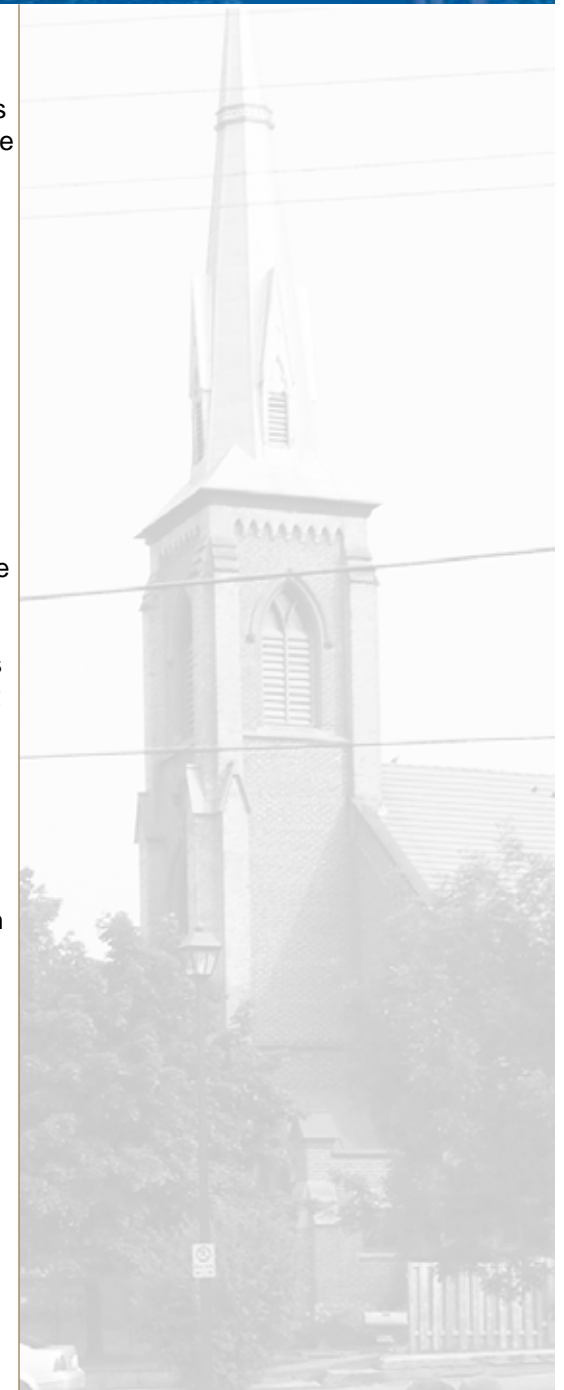


Table 5 sets out the fees related to each application type.

Section 1.5.3.1 provides a sample of a development permit as would be issued in conjunction with an approval of a development permit application.

1.4 Application Processing

A development permit application will go through three general stages of processing: pre-application, application submission and review, conditions and approvals. (Refer also to table 1 for application classification and processing requirements). Generally these are discussed below.

1.4.1. Pre-application

In order to ensure that submissions are complete and general expectations in relation to a development proposal are understood by the potential applicant, preliminary discussions with the City of Brampton are strongly encouraged. The applicant will be able to understand what the City requirements will be for a particular

proposal. Such pre-consultation may take the form of informal discussions with the City or for more complex proposals, a formal Pre-Consultation submission in accordance with Section 5.31 of the Official Plan.

A proposal will first be assessed under which category it falls under Table 1. This will establish the application type and fees and standard submission requirements. The other required submissions will be determined as well. It is noted that additional requirements may be identified through the processing of the application itself.

Once this has been established the applicant can make a formal development permit application.

1.4.2. Application Review

Before receipt the application is reviewed for completeness. If not complete, the application is not accepted.

Once an application is received, it is circulated in accordance with the particular process for that application type. Table 4 provides a general list of the review team for a particular application type.

Once all comments are received, a staff report is then prepared by the Planner and issued to the applicant. This report will identify any required changes to the drawings, and further submissions of technical reports and whether other additional information is required.

1.4.3. Variances

The Main Street North DPS integrates variances to standards into the permit approval process. The report will identify any variances and whether they are supportable. Please note there are specific criteria in the Official Plan and Main Street North Development Permit By-law that provide the basis for variances. Some provisions cannot be varied, others only when certain specific criteria are met. For the Main Street North DPS Area, variances are dealt with through the Development Permit process. Approvals by the Committee of Adjustment are not required. The provisions of the Development Permit By-law as a whole cannot be varied by way of application to the Committee of Adjustment.

1.4.4. Severances, Easements, Lot Creation

Severances, lot creation, easements and other matters related to Section 50 of the Planning Act are still subject to the provisions of subdivision control and/or consent as per standard City processes.

1.4.5. Discretionary Uses

Discretionary uses where identified are only permitted when the specific criteria are met to the City's satisfaction.

The requested plans and/or information is to be submitted based on the comments. Once the issues are resolved, the application can move forward to the approval stage.

1.4.6. Public Involvement

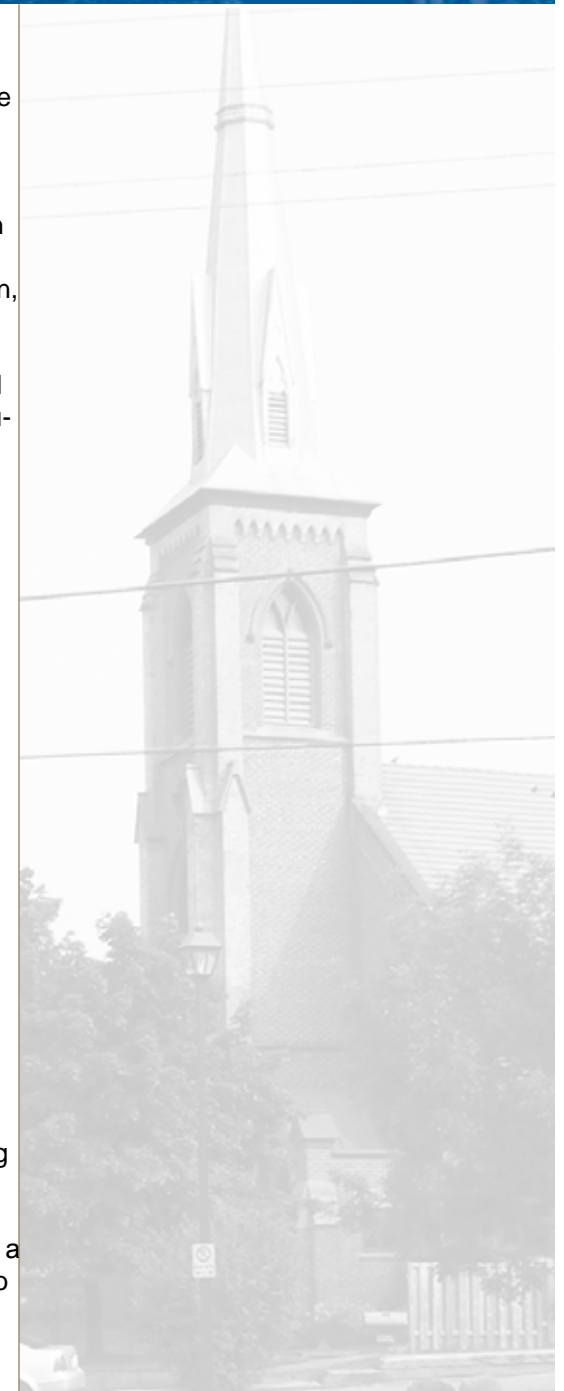
A DPS is considered a "policy forward" approach, where the policies are developed upfront in consultation with the community and then approved. Once in place, no further public consultation is required in conjunction with the review of the Development Permit. In the Main Street North DPS, there is no requirement for public notice and involvement in the review of a DP application, as a significant amount of opportunity for public consultation was provided in the development stages of DPS area. However, there may be instances where informal public meetings or open house with respect to a particular application may be sought.

1.4.7. Application Approval and Conditions

Once the review is complete, approvals may be issued. It is noted that if any matters are not resolved, the City will not issue an approval. The applicant does have the right to appeal a development permit application if an approval is not obtained within 45 days of making a complete application.

1.4.8. Approval in Principle

A typical process may involve the City issuing a decision, approving the application in principle and providing conditions for the agreement. It will usually set out the conditions that are required before the permit is issued. This will usually involve signing the agreement and providing securities. It may also involve, dedicating the road widening or other land transfer, finalization of a study or submission of additional information and/or plan. Once these conditions are satisfied only then will a permit be issued and the approved plans be released to the applicant.



1.4.9. Approval Authority

The approval authority for Development Permits lies at the Director level in the Planning, Design and Development Department. The City may confer with Council on a particular application and retains the right to refer the application to Council.

1.4.10. Notice

In accordance with Planning Act requirements, notice of the decision must be issued to the applicant, and those agencies (and members of the public in the situation where such is involved) which request notice of the decision. This is to occur within 15 days of the date of decision.

1.4.11. Permit Issuance

The issuance of a Development Permit is the final step in the process. This permit is required before a Building Permit can be issued. An example of a Development Permit is found under Section 5. It will set out the list of the approved plans, securities, and name and date of agreement.

It can also include conditions as part of the permit that would need to be fulfilled to avoid being in violation of the Permit itself.

1.5 Submission Requirements

1.5.1. General

Submission requirements are outline in table 1

- 1.5.1.1. Development permit approval is administered by the Planning, Design and Development Department and applications shall be submitted directly to this Department. Please note that development permit approval is only a pre-requisite to an application for a building permit. It is therefore recommended that the applicant contact the Building Department with respect to their requirements for the issuance of a building permit.
- 1.5.1.2. The following items are required in order to apply for development permit approval:
- Legal description of the subject property;
 - The owners of the subject property;
 - Completed application form;
 - Recent property survey prepared by an Ontario Land Surveyor;
 - Copies of the required set of plans based on review type; and,
 - Non-refundable application fee.
- 1.5.1.3. The Planning, Design and Development Department will receive copies of the development permit application and circulate to internal divisions and external agencies with requirements. Table 4 sets out the review team that is typically involved in the review of the various application types.
- 1.5.1.4. Applications will be initially reviewed by a Team meeting.

1.5.1.5. The comments from the DP review team are compiled by the project planner and are forwarded to the applicant.

1.5.1.6. The applicant is required to revise the plans in accordance with staff comments.

1.5.1.7. As stated in the standard development permit agreement, a letter of credit may be requested by the Commissioner of the Planning, Design and Development Department to secure the full value of the proposed landscape works, secure lot grading items and works on the city property

1.5.2. Quantity of Each Plan

For Review

1.5.2.1. When all plans are satisfactory and all relevant agency approvals have been made the following shall be submitted to the Planning, Design and Development Department. (See Table 3)

- Twenty-five (25) copies if the development permit;
- Six (6) copies of the building elevations;
- Three (3) copies of the Floor Plans;
- Five (5) sets of landscape plans plus one 11 x 17 reduction;
- Seven (7) copies of site servicing and grading plans; and,
- Three (3) copies of the Storm Water Management Report.

For Approval

1.5.2.2. When all plans are satisfactory and all relevant agency approvals have been made the following shall be submitted to the Planning, Design and Development Department for final approval.

- Five (5) copies if the site plans;
- Seven (7) copies of the building elevations;
- Five (5) sets of landscape plans plus one 11 x 17 reduction; and,
- Seven (7) copies of site servicing and grading plans.

1.5.2.3. (NOTE: ALL PLANS ARE TO BE FOLDED RATHER THAN ROLLED).

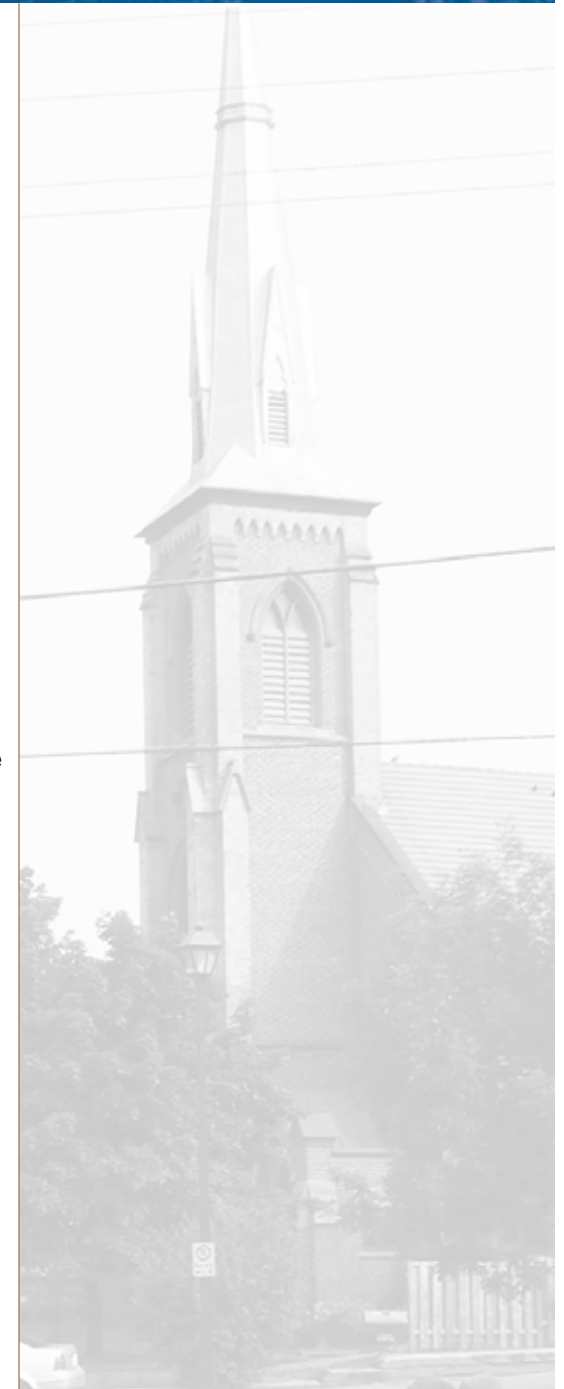
1.5.3. Required Information

1.5.3.1. NOTE: All scales and measurements shall be in METRIC UNITS ONLY.

1.5.3.2. Recent property survey prepared by an Ontario Land Surveyor may be required.

1.5.3.3. The following information should be made available on the plans:

- A key plan showing the location of the site within the City of Brampton.
- North arrow and scale.
- Concession and lot number, registered plan, block and lot reference wherever applicable.
- Reference to the nearest intersection of public roads.





- Any existing and/or proposed street widening and 0.3 metre (1 foot) reserves.
- Abutting road right-of-way width including the location and width of traffic islands, hydro poles, fire hydrants, and sidewalks where applicable.
- All existing and proposed driveways of the subject site and existing accesses and driveways of adjacent properties including accesses and driveways of properties on the opposite side of the road to that of the subject site.
- Watercourse, swale, culvert, retaining wall, embankment, catch basin and other man-made or natural features on or adjacent to the site.
- Any easements or right-of-ways are to be shown on plan and identified as to whom the easement is in favour of and what restrictions on planting, building, etc. are in force.
- Existing and proposed contours and/or spot elevations on both the site and on adjacent properties;
- Location and dimensions of all existing and proposed buildings and accessory facilities.
- Dimension of front, side and rear yards and the distance between each building on the subject site and between buildings on the subject site and abutting properties.
- Layout of parking spaces, aisles and driveways showing dimensions and employee's parking, visitor's parking, one-way drive, fire route, etc., wherever applicable.
- Location, size, species and condition of existing trees and shrubs.
- Layout of pedestrian access and walkways to structures.
- Proposed landscape area and general treatment such as berming, planting, sodding and
- Height and design of all existing and/or proposed fences and/or walls.
- Location of all signs other than regulatory or traffic control signs.
- Location and design of garbage disposal facilities.
- Summary statistics showing the gross site area, gross building floor area, building coverage ratio, landscape area ratio, density and breakdown of different uses.
- For fire protection purposes, the building code classification data, fire route, the location of any existing hydrants within 152m/500' of the proposed building face and the proposed location of additional hydrants whether on public or private lands, the location of fire department (siamese) connections, and identify the principle entrance to each building.
- The size and location of existing and proposed watermains, sewers and any other services whether on or abutting the property.
- Identify abutting land uses (zoning) and occupants if applicable.
- Location of any existing or proposed Transit facilities (i.e. bus pad).

1.5.4. Sample Development Permit

The following is a Sample Development Permit as would be issued in conjunction with any proposal indicated in Table 1, if the criteria and other requirements and regulations are met.



DEVELOPMENT PERMIT

AREA: MAIN STREET NORTH

This permit is issued under Section 70.2 of the Planning Act. No building permit shall be issued and no development subject to the provisions of the development permit system area shall be undertaken without approval of a development permit system application and issuance of a signed Development Permit.

APPLICATION FILE:							
PROPOSAL:							
ADDRESS:							
LEGAL DESCRIPTION:							
TYPE:	General	a)	b)	c)	d)	e)	f)
Section 7.6, 51.4 of By-law 270-2004	MSN DPS:	b)	c)	d)	e)	f)	g)
		h)	i)				

APPROVED DRAWINGS:	Prepared By	Date	Revision	Approved By	Date Approved
Site Plans: drawing name					
Landscape Plans: drawing name					
Elevation Drawings: drawing name					
Grading and Servicing: drawing name					
Road Works and Access Ramp: Plan: drawing name					
Fire Protection Plan: drawing name					

CONDITIONS:			

VARIANCES:			
Section	Provision	Variance	Condition

USES APPROVED (change of use permit only)			

SECURITIES:		
Open Space	Landscaping	
Engineering and Construction	Grading	
	Works within ROW	
	Retaining Wall	
	Total	

AGREEMENT:	Yes	No	Dated Signed
-------------------	-----	----	--------------

APPROVAL:	<p>_____</p> <p>Karl Walsh, OALA, MCIP, RPP Director, Community Design, Parks Planning and Development Planning, Design and Development Department</p> <p>Dated: This _____ Day Of _____, 20__.</p>
------------------	---

1) Non-compliance with conditions within timeframe, results in default and non-compliance of development permit and are subject to prosecution under XXX of the Planning Act.

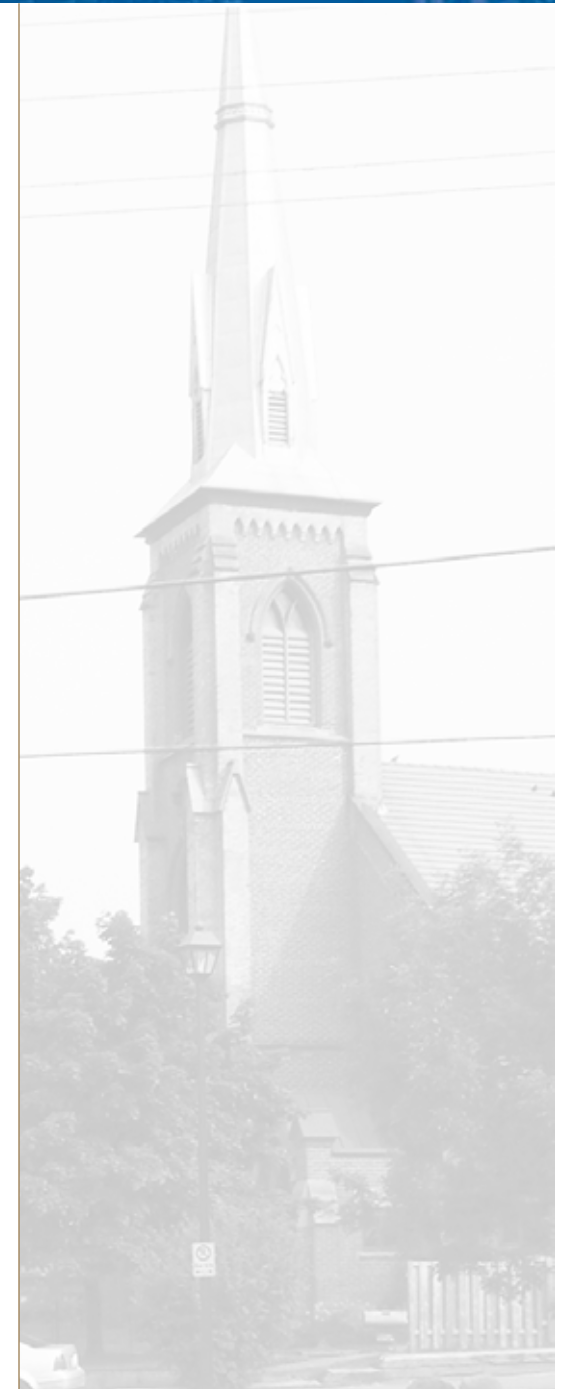


TABLE 1: APPLICATION CLASSIFICATION AND PROCESSING MATRIX

This chart sets out the general submission requirements, general required development contributions, application type, fees and requirements for agreements for a given class of development. The table also establishes the authorized level of delegation of approval authority for a particular application.

PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (Per Sections 51.3.1 A-4, 5, 6)	POTENTIAL CONTRIBUTIONS (Per Sections 51.3.1 A-4, 5, 6)	APPLICATION TYPE (As referenced in Sections 51.3.1 A-4, 5, 6)	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
General Provisions: Section 7.5 (By-law 270-2004, as amended)								
a) Construct, erect or place one or more buildings or structures on a lot	Any new buildings or complete redevelopment of site.	1) Comprehensive development plan 2) Full site plan submission (site plan, grading plan, elevations, landscape plan and materials (as may be deemed necessary to complete review)*		<ul style="list-style-type: none"> Dedication of right-of-way Streetscape improvements Sustainable development measures Access management Adherence to Built Form Requirements 		Standard Process**	Base DP Fee, plus fee for Residential units and/or Commercial gfa	<ul style="list-style-type: none"> Development Permit Conditions Development Permit Agreement Delegated Approval: Director
b) Increase the size of an existing building or structure:				<ul style="list-style-type: none"> Dedication of right-of-way Streetscape improvements Sustainable development measures Access management Adherence to Built Form Requirements 		Standard Process**	Base DP fee	<ul style="list-style-type: none"> Development Permit Conditions Development Permit Agreement Delegated Approval: Director
<120m2 GFA	Building additions	1) Combined site plan***	1) Supporting technical studies and materials (as may be deemed necessary to complete review) such as: tree inventory, heritage assessment, functional servicing report*	<ul style="list-style-type: none"> Dedication of right-of-way Streetscape improvements Sustainable development measures Access management Adherence to Built Form Requirements 		Limited Review**	Base DP fee	<ul style="list-style-type: none"> Development Permit Conditions Development Permit Agreement Delegated Approval: Director
=>120m2 GFA	Building additions	1) Full site plan submission (site plan, grading plan, elevations, landscape plan)	1) Combined site plan*** 2) Supporting technical studies and materials (as may be deemed necessary to complete review) such as: tree inventory, heritage assessment, functional servicing report*	<ul style="list-style-type: none"> Dedication of right-of-way Streetscape improvements Sustainable development measures Access management Adherence to Built Form Requirements 		Standard Process**	Base DP Fee, plus fee for Residential units and/or Commercial gfa	<ul style="list-style-type: none"> Development Permit Conditions Development Permit Agreement Delegated Approval: Director
c) Establish additional parking spaces	Addition of two or more parking spaces	1) Combined site plan***	1) Supporting technical studies and materials (as may be deemed necessary to complete review) such as: tree inventory, functional servicing report*	<ul style="list-style-type: none"> Access management 	<ul style="list-style-type: none"> Dedication of right-of-way Streetscape improvements Sustainable development measures 	Limited Review**	Base DP fee	<ul style="list-style-type: none"> Development Permit Conditions Development Permit Agreement Delegated Approval: Director
d) Establish driveways or		1) Combined site plan***	1) Supporting technical studies	<ul style="list-style-type: none"> Dedication of right-of- 	<ul style="list-style-type: none"> Streetscape 	Limited Review**	Base DP fee	<ul style="list-style-type: none"> Development Permit



PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS [Per Sections 51.3.1 A-4, 5, 6]	POTENTIAL CONTRIBUTIONS [Per Sections 51.3.1 A-4, 5, 6]	APPLICATION TYPE [As referenced in Sections 51.3.1 A-4, 5, 6]	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
modify driveways for motor vehicle access			and materials (as may be deemed necessary to complete review) such as: tree inventory, functional servicing report*	way <ul style="list-style-type: none"> Sustainable development measures Access management 	improvements			<ul style="list-style-type: none"> Conditions Development Permit Agreement Delegated Approval: Director
e) Alter the grade of the land and/or place or dump fill on the land		1) Combined site plan***	1) Supporting technical studies and materials (as may be deemed necessary to complete review) such as: tree inventory, functional servicing report*	<ul style="list-style-type: none"> Sustainable development measures Access management 		Limited Review**	Base DP fee	<ul style="list-style-type: none"> Development Permit Conditions Development Permit Agreement Delegated Approval: Director
f) Change from one permitted land use to another if the applicable regulations for a specific Development Permit System area identify such change as requiring a permit. g) Removal of vegetation as further set out in the applicable regulations for a specific Development Permit System area. h) undertake a matter that is subject to criteria set out in the regulations for the applicable Development Permit System Area.	See below							
Main Street North Requirements: Section 51.4 (By-law 270-2004, as amended)								
a) Undertake a use or development subject to the provisions of Section 7.5	See above							
b) Remove one or more trees that have a caliper of 0.15 metres at a height of 1.37 metres from the base of the tree	Tree removal	1) Site plan/landscape-tree inventory plan	1) Supporting technical studies and materials (as may be deemed necessary to complete review) such as: tree inventory and assessment*	None	None	Open Space Review**	Base DP Fee	<ul style="list-style-type: none"> Development Permit Conditions (including tree replacement) Potential Agreement Delegated Approval: Director
c) Change the building materials used on any wall facing a street	Façade facing or visible to the public street	1) Elevation Drawings	1) Material sample board	<ul style="list-style-type: none"> Adherence to Built Form Requirements 	None	Façade Review**	None	<ul style="list-style-type: none"> Development Permit Potential Conditions Potential Agreement Delegated Approval: Director
d) Modify the architectural style of an existing building		1) Elevation Drawings	1) Material sample board	<ul style="list-style-type: none"> Adherence to Built Form Requirements 	<ul style="list-style-type: none"> Streetscape improvements 	Façade Review**	None	<ul style="list-style-type: none"> Development Permit Potential Conditions Potential Agreement Delegated Approval: Director
e) Change the pitch and/or architectural style and/or materials used on the portion of any roof of a main building that is visible from a street		1) Elevation Drawings	1) Material sample board	<ul style="list-style-type: none"> Adherence to Built Form Requirements 	<ul style="list-style-type: none"> Streetscape improvements 	Façade Review**	None	<ul style="list-style-type: none"> Development Permit Potential Conditions Potential Agreement Delegated Approval: Director
f) Install a deck, porch or patio between a main wall and the street		1) Elevation Drawings 2) Combined site plan***	1) Material sample board	<ul style="list-style-type: none"> Adherence to Built Form Requirements Streetscape improvements 	<ul style="list-style-type: none"> Dedication of right-of-way Sustainable development measures Access management 	Limited Review**	None	<ul style="list-style-type: none"> Development Permit Potential Conditions Potential Agreement Delegated Approval: Director
g) Change the use of the land to		1) Letter of Intent****	1) Supporting technical studies and materials (as may be	<ul style="list-style-type: none"> Dedication of right-of-way 		Limited Review**	Change of Use Fee	<ul style="list-style-type: none"> Development Permit Potential Conditions



PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (Per Sections 51.3.1 A-4, 5, 6)	POTENTIAL CONTRIBUTIONS (Per Sections 51.3.1 A-4, 5, 6)	APPLICATION TYPE (As referenced in Sections 51.3.1 A-4, 5, 6)	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
a restaurant, religious institution or other institutional use, day nursery, private recreational use such as a banquet hall, private club and children's or senior's activity centre		2) Combined site plan***	deemed necessary to complete review)* 2) Full site plan submission (site plan, grading plan, elevations, landscape plan)	<ul style="list-style-type: none"> Sustainable development measures Access management Adherence to Built Form Requirements Streetscape improvements 				<ul style="list-style-type: none"> Potential Agreement Delegated Approval: Director
h) Change the use of the land from office to retail		1) Letter of Intent****	1) Combined site plan*** 2) Supporting technical studies (as may be deemed necessary to complete review)*	<ul style="list-style-type: none"> Streetscape improvements Adherence to Built Form Requirements 	<ul style="list-style-type: none"> Access management Dedication of right-of-way Sustainable development measures 	Limited Review**	Change of Use Fee	<ul style="list-style-type: none"> Development Permit Potential Conditions Potential Agreement Delegated Approval: Director
i) Change the use of all or part of a non-residential building to residential		1) Letter of Intent****	1) Combined site plan*** 2) Elevations 3) Supporting technical studies and materials (as may be deemed necessary to complete review)*	<ul style="list-style-type: none"> Dedication of right-of-way Sustainable development measures Access management Adherence to Built Form Requirements Streetscape improvements 		Limited Review**	Change of Use Fee	<ul style="list-style-type: none"> Development Permit Potential Conditions Potential Agreement Delegated Approval: Director
j) Convert all or a portion of a residential use into a non-residential use(s)		1) Letter of Intent**** 2) Combined site plan***	1) Elevation Drawings 2) Full site plan submission (site plan, grading plan, elevations, landscape plan) 3) Supporting technical studies and materials (as may be deemed necessary to complete review)*	<ul style="list-style-type: none"> Dedication of right-of-way Sustainable development measures Access management Adherence to Built Form Requirements Streetscape improvements 		Limited Review**	Base DP Fee	<ul style="list-style-type: none"> Development Permit Potential Conditions Potential Agreement Delegated Approval: Director

NOTES

*supporting studies and materials will be required as per submission requirements set out in the Official Plan and Development Permit By-law. See Table 2.

**for description of Application Types, see Table 4

***"combined site plan" is a plan which contains typical site plan, grading/servicing plan and landscape information, as the case may be within one drawing. See Table 3.

****Letter of Intent shall indicate proposed change, area of uses, indicate adherence to all applicable requirements (e.g. parking).

"Change of Use" only applies to those proposals where no additions to the building are proposed. The changed use is wholly contained within the existing building and no additional parking is required. If parking or site layout revisions are required to bring the site up to appropriate standards in terms of functionality, then other processes and their related fee shall apply.

TABLE 2: SUPPORTING STUDIES/MATERIALS CHECK LIST

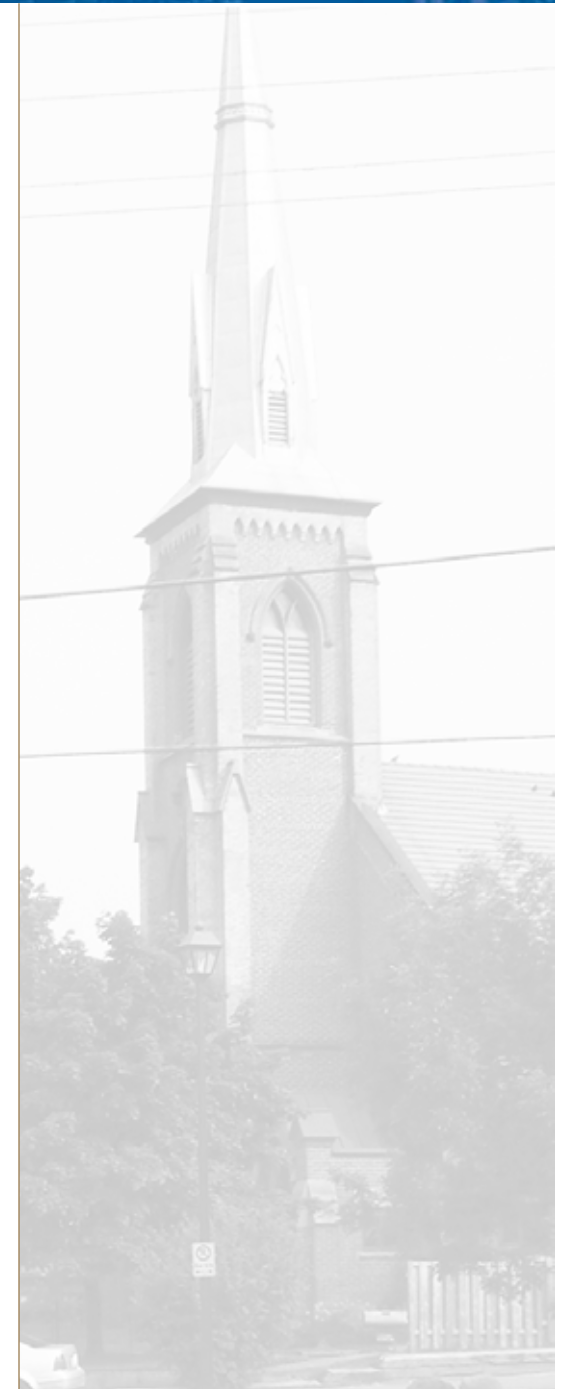
The following studies/materials may be required in support of a Development Permit Application:

i)	An Impact Study such as, but is not limited to, an assessment of one or more of the following matters: any physical, social, economic or environmental consideration such as transportation network, environmental function, sun shadowing, wind, micro and/or macro-climate, noise, recreation opportunities, heritage resources, services or infrastructure and financial considerations	xii)	Tree Inventory and Preservation Study
ii)	Environmental Implementation Report or Master Environmental Servicing Plan as appropriate	xiii)	Hydrogeological Report
iii)	Functional Servicing Report	xiv)	Market Impact/Planned Function Study
iv)	Noise/Vibration Study	xv)	Financial Impact Study
v)	Traffic Impact Study	xvi)	Top of Bank demarcation
vi)	Urban/Civic Design Brief	xvii)	Shadow Study
vii)	Archaeological Study	xviii)	Facility Fit Plan
viii)	Phase I Environmental Site Assessment	xix)	Planning Justification Report
ix)	Phase II Environmental Site Assessment-Record of Site Condition	xx)	Heritage Impact Assessment
x)	Environmental Impact Report/Environmental Impact Study including sustainable design		
xi)	Other. Any other supporting information and material that may be identified by the Commissioner, as being relevant and necessary to the evaluation of the particular application		

TABLE 3: PLAN SUBMISSION REQUIREMENTS

In accordance with Section 5.31.8 of the Official Plan and 51.5 (13) of the Development Permit By-law, the following are the general plan requirements for Development Permit Applications.

GENERAL:	
1	<p>The City may require drawings showing plan elevations and cross-section views for each building to be erected, in accordance with the <u>Planning Act</u> and Section 4.10 of the Official Plan, which drawings are sufficient to display:</p> <ul style="list-style-type: none"> (i) Matters relating to exterior design, including the character, scale, appearance, materials, roof top treatment and design features of buildings and their sustainable design; and, (ii) The sustainable design elements on any adjoining highway under the City's jurisdiction including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.





2.	The following is a general description of the purpose and content of plans. For further details refer to the City's Site Plan manual.	General Definition:
a)	<i>Site Plan</i>	Shows the property boundaries, building location, proposed development, parking area, driveways, sidewalks, landscaped areas, above-ground utility locations. The site plan dimensions all these elements and provides site statistics to permit a proper zoning review. It may provide some indication of adjacent properties, buildings and site details. It may also provide details of existing vegetation, fencing and other information regarding the proposal in order to assist the review of the application.
	<i>Grading and Servicing Plan</i>	Shows property limits, existing and proposed grades, existing and proposed services, and any related information. May include engineering details as necessary such as for retaining walls, oil-grit separators.
b)	<i>Landscape Plan</i>	Shows property limits, building, driveway, sidewalk and parking locations. Indicates details of materials and patterns for sidewalks, driveways, parking areas, site furniture. Shows locations of existing and new plantings. Indicates planting types, amount and other information. Provides planting details and details of other site elements (such as lighting, street and site furniture).
c)	<i>Elevation Drawings</i>	Shows the existing and proposed elevations from north, south, east and west views. Provides details of materials, screening of any mechanical equipment. Perspective views may be required.
d)	<i>Road Works Plan</i>	This is an optional plan that may be required if there are extensive road works involved. This information can also be shown on the site plan and/or grading/servicing plan.
e)	<i>Combined Site Plan</i>	This shows the typical site plan, grading/servicing plan and landscape information, as the case may be within one drawing. It would be utilized for less complex applications where the necessary information to appropriately describe the proposal can be combined on one plan and still maintain legibility and clarity for review purposes.
3	Plan content and submissions are to be in accordance with the Main Street North Urban Design Guidelines and the Site Plan Manual. Where the requirements of the Site Plan Manual	

conflict with the MSN Urban Design Guidelines, the requirements of the Urban Design Guidelines shall prevail.	

TABLE 4: REVIEW TEAM for APPLICATION TYPES
 This table provides an overview of the scope of review for a particular application type.

	INTERNAL REVIEW	AGENCY CIRCULATION	NOTES
STANDARD PROCESS	Full Development Permit Review Team: <ul style="list-style-type: none"> Planner Central Area Urban Designer Landscape Architect Transportation Analyst Engineering Analyst Zoning Reviewer Building Division Review Sign By-law Co-ordinator Works and Transportation Heritage Co-ordinator Accessibility Co-ordinator Noise Impact Analyst Others, as may be required 	<ul style="list-style-type: none"> Conservation Authority Region of Peel Hydro One Brampton Peel Regional Police CNR Others, as may be required 	
LIMITED REVIEW	Scoped Review Team: <ul style="list-style-type: none"> Planner Central Area Urban Designer Specific Review Specialist as may be deemed necessary 	<ul style="list-style-type: none"> Others, as may be required 	
FAÇADE REVIEW	Urban Design Review Team: <ul style="list-style-type: none"> Planner Central Area Urban Designer Heritage Co-ordinator 	None	
OPEN SPACE REVIEW	OS Review Team: <ul style="list-style-type: none"> Planner Landscape Architect Community Services (Urban Forestry), if necessary 	None	

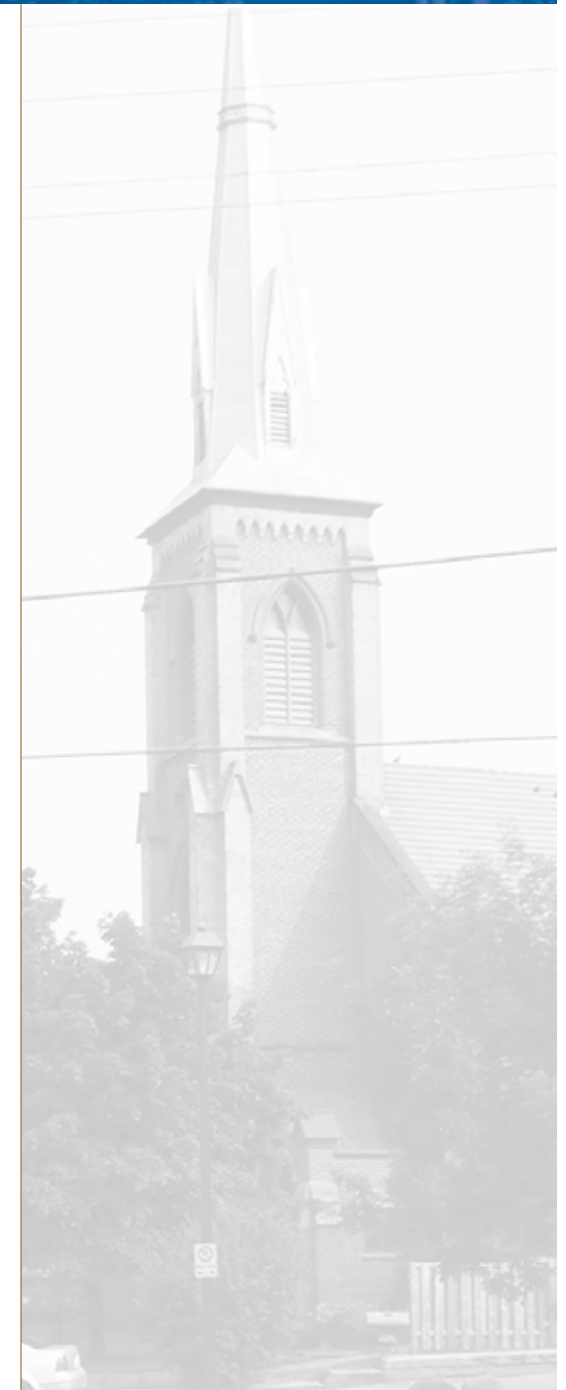




TABLE 5: FEES

This table sets out the fees for development permit applications, in accordance with the City of Brampton fee by-law.

TYPE			NOTES
1) Base DPS Fee	\$1,636		
2) New Development, Additions, Alterations			As indicated in Table 1
a) Base Fee, Plus	b) Residential, and/or	c) Non-Residential	
	For Apartments: First 25 units \$274 per unit 26-100 units \$219 per unit 101-200 units \$167 per unit 201 units and above \$137 per unit Maximum Fee: \$50,000.00 For All other Residential: \$559 per dwelling unit Maximum fee \$50,000.00	\$1.31 per square metres of gross floor area if it is new development; \$3.28 per square metres of gross floor area if it is an addition, alteration or conversion.	
3) Use Change	\$500.00		Use Change fee only applies to those proposals where no additions to the building are proposed. The changed use is wholly contained within the existing building and no additional parking is required. If additional parking or other site layout revisions are required to bring the site up to appropriate standards then standard fees shall apply.

1.5.5. Security Reductions and Release

1.5.5.1. Construction Supervision and Inspection

The Owner is required to retain qualified consultants to supervise all aspects of the construction work. The City may, at its discretion, inspect the work from time to time and report any deficiencies to the consultant. Upon completion of the lot grading and landscaping, it is the applicant's responsibility to request a reduction/release of securities. All requests shall be made through the Planning, Design and Development Department who will contact the Engineering and Development Services Division and any other departments to inspect for reduction. A statutory declaration executed by the applicant shall be provided for all security reductions and releases.

1.5.5.2. Completion of Landscaping

An Acceptance Certificate from the landscape consultant shall be submitted to the Planning, Design and Development Department.

The Planning, Design and Development Department will then inspect to ensure the landscaping has been installed as per the approved plan.

1.5.5.3. Completion of Site Grading and Drainage

Prior to the release of any securities, a Civil Engineer licensed to practice in Ontario must provide Certification to confirm that the site plan has been constructed in conformance with the approved grading and servicing plans and all associated stormwater management and oil/sedimentation facilities have been constructed and are in operational condition. (See attached certification forms)

Upon receipt of the certification from the applicant, the

City will also perform an inspection and will note any deficiencies. All deficiencies must be rectified prior to security release.

1.5.5.4. Performance Acceptance, Guarantee Period, Final Acceptance and Securities

If in the opinion of the City, the performance of the "works" is acceptable, a certificate of Performance Acceptable shall be issued to the Owner and the maintenance guarantee period shall commence. The owner through the Planning, Design and Development Department shall then request a suitable reduction in securities held by the City.

At the expiry of the maintenance guarantee period the owner shall contact the City of a final acceptance inspection. If the works are acceptable to the City, the owner may then request full release of securities held by the City.

In the event that any portion of the work is not completed within the time designated in the agreement with the City, the City may exercise its right to draw on any applicable letter of credit and apply the proceeds toward the completion of the work.

The owner is required to request all inspections for final approval.

