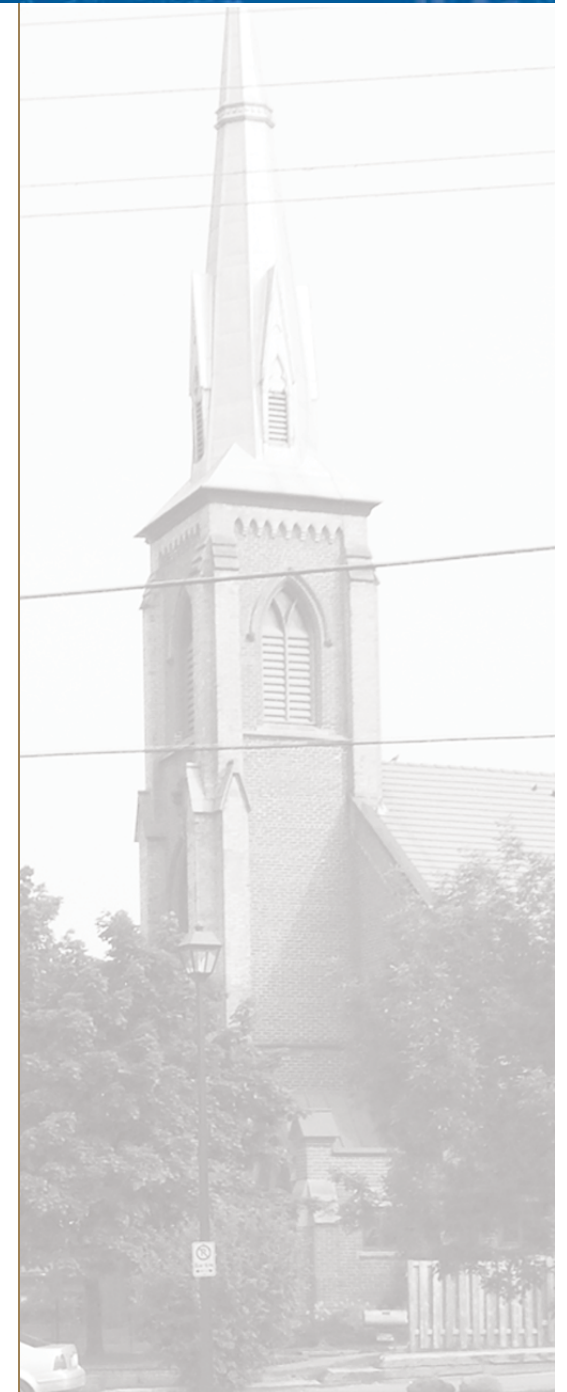


PART 5.0 APPLICATION PROCESSING

- 5.1 Introduction
- 5.2 General Approach
- 5.3 Structure
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- 5.6 Density and Height Increases
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PART 5.0 APPLICATION PROCESSING

5.1 Introduction

This Section sets out the processing requirements for a development permit application in the Main Street North Development Permit System Area.

5.2 General Approach

The intent of the Main Street North Development Permit System Area is to integrate the planning policy framework (goals and objectives), development 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 and 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 submissions 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 are also achieved.

5.3 Structure

Section 5.4 establishes when a development permit is required, while Section 5.5 establishes the approval criteria, and the general procedures for the review of a development permit application.

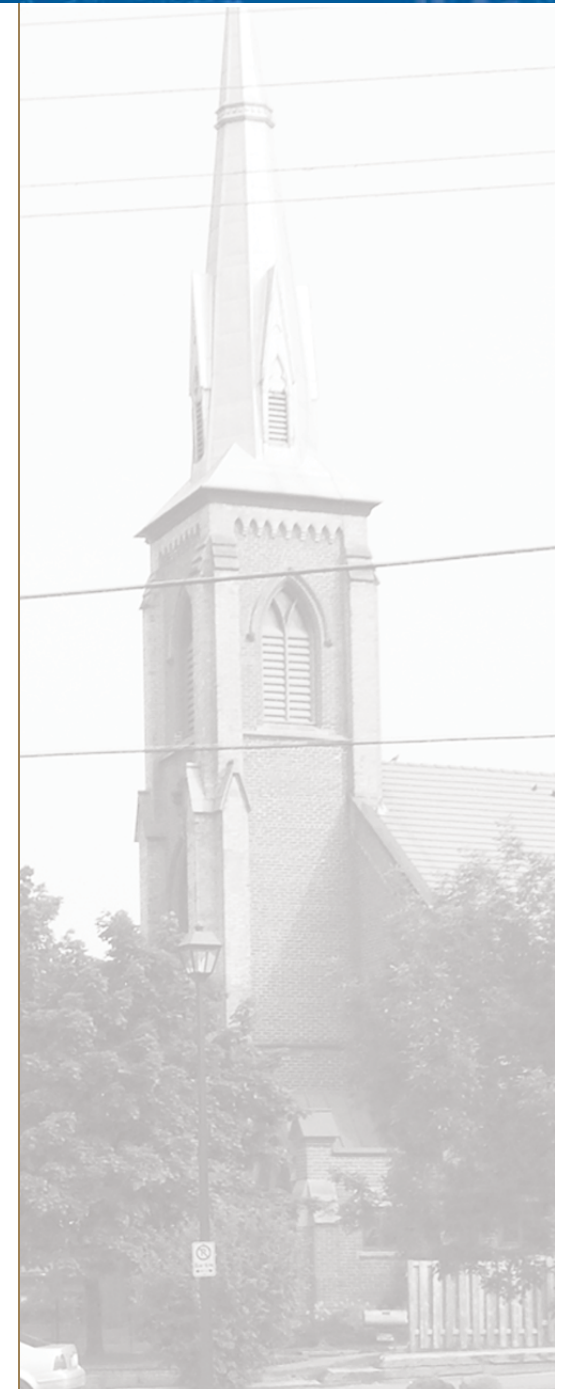
Table 5.1 sets out the standard submission requirements, potential submission requirements, fees, process type, standard and potential conditions, level of approval, need for conditions, securities and agreements. It is the primary reference to how an application will proceed. Appendix 1 identifies:

- the supporting studies, plans and materials that may be required in conjunction with a development permit application.
- what shall be contained on each plan.
- the fees related to each application type.

5.4 When A Development Permit is Required

A Development Permit is required when it is proposed to:

- a. Undertake a use or development subject to the provisions of Chapter 1, Section 5.1 (General Provisions Applying to DPS Areas) of this by-law;
- 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;
- c. Change the building materials used on any wall facing a street;
- d. Modify the architectural style of an existing building;





- e. Install a deck, porch or patio between a main wall and the street;
- f. Change the use of the land to 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;
- g. Change the use of the land from office to retail;
- h. Change the use of all or part of a non-residential building to residential;
- i. Convert all or a portion of a residential use into a non-residential use(s);
- j. When only a variance is required to a regulation under Part 4.0; and,
- k. Recognize an approval of the Committee of Adjustment that is in the process of satisfying its conditions at the time the DPS came in to force.

5.5 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 5-1 for application classification and processing requirements).

5.5.1. 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. 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 to determine which category in Table 5.1 is applicable. This will establish the application type and fees and standard submission requirements. The other required submissions will be determined as well. 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.

5.5.2. Application Review

After receipt, the application is first reviewed for completeness. If not complete, the application will not be accepted.

Once an application is accepted, it is circulated in accordance with the particular process for that 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. The requested plans and/or information are to be submitted based on the Staff Report. Once the issues are resolved, the application can move forward to the approval stage.

5.5.3. Development Permit Approval Criteria

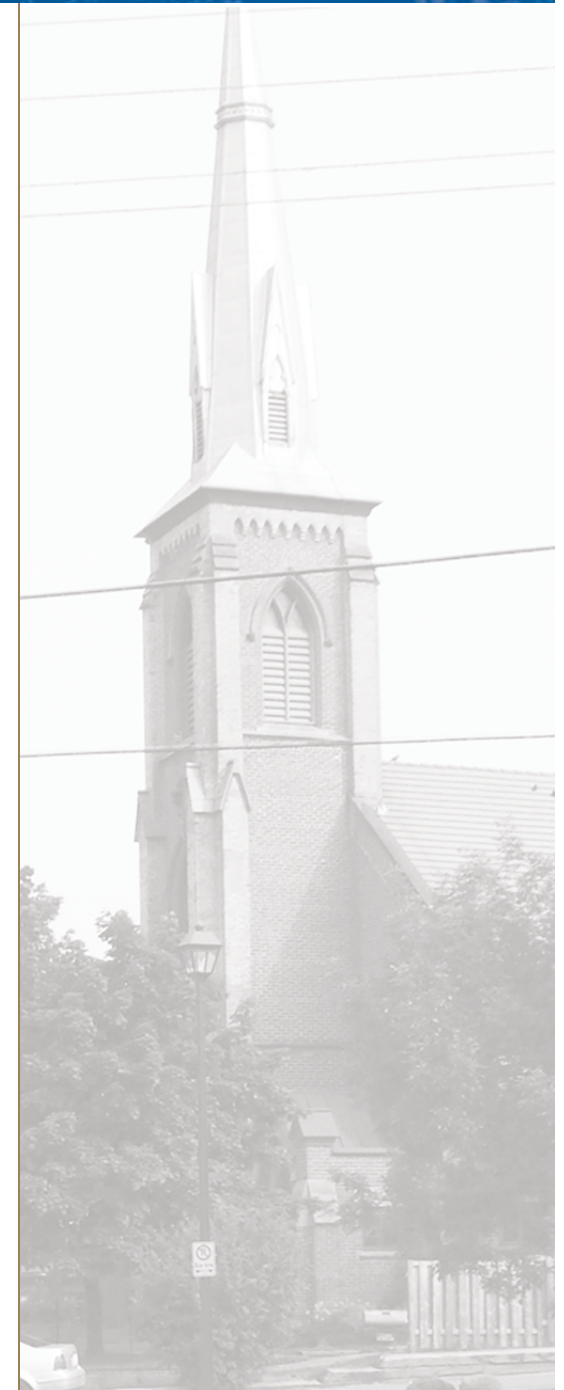
The approval of any development requiring a Development Permit pursuant to Part 5.4 of this Section of the By-law may be considered provided:

- a. The proposed development supports the further intensification and use of the lands within the DPS area and its transformation into a mixed use area;
- b. The character and stability of existing and well-established residential neighbourhoods in the vicinity of the DPS area is maintained;
- c. The proposed development is compatible, in terms of built form, use of materials and colour, with the historic character of adjacent buildings and neighbourhoods;
- d. The proposed development assists in defining Main Street by buildings and/or public spaces, where the proposal is located on Main Street;
- e. Any existing built heritage resources are retained wherever possible to provide continuity between the past and the present;
- f. If an addition to a heritage building is proposed, that it is undertaken in a manner that is consistent and compatible with the character and scale of the existing building in terms of built form and building design, use of materials and colour;
- g. The proposed development facilitates a more efficient use of urban land and the establishment of human scale pedestrian environment;
- h. The proposed development will have a built form and facade relationship to the street that is consistent with other buildings on the same side of the street;
- i. As many of the existing mature and healthy trees on site are retained as possible and appropriate landscaping added to enhance the aesthetics of the site;
- j. Appropriate measures are undertaken to maximize the infiltration of stormwater into the ground;
- k. That the policies set out in Part 3.0 of this By-law are met;
- l. That the regulations which are specific to a use or a development standard as set out in Part 4.0 of this By-law are met;
- m. That the site development standards and guidelines including Section 6.0: Urban Design Guidelines, and the City-wide Development Design Guidelines, as established by the City and as applicable to the subject lands are met; and,
- n. That the site proposal is in accordance with the policies of the City's Official Plan.

5.5.4. Variances

The Development Permit System district permissions, requirements and restrictions may be varied in accordance with the provisions of this by-law. Approval of the variance is established through the approval of the applicable development permit and is recorded within the approval documents. The report will identify any variances and whether they are supportable. For the Main Street North DPS Area, variances are dealt with through the Development Permit process. Approval by the Committee of Adjustment is not required. The provisions of the Development Permit Bylaw as a whole cannot be varied by way of application to the Committee of Adjustment.

The Regulation Matrix in Part 4.0 establishes those provisions that may be varied and the criteria against which any such variance is to be assessed as well as those provisions that may not be varied.





- a. Within the Regulation Matrix set out in Section 4.3, Sub-sections 4.3.1, 4.3.2, 4.3.3, 4.3.4. a and b, 4.3.6. b, those provisions that may be varied are indicated under each section.
- b. Section 4.3.4: Landscaping and Streetscape Standards (Subsections C, D), Section 4.3.5: Built Form Design Standards, Section 4.3.6: Sustainable Development Standards (Subsections A, C, D), Section 4.3.7: Access Management set out general development principles and are not subject to variance.
- c. The other applicable General Provisions applying to all DPS areas set out in Chapter 1.0 may be varied subject to the criteria set out under Section 5.5.4.
- d. The following provisions may not be varied. The existing requirements have built-in flexibility or are site-specific provisions, when compared to the parent by-law requirements, or are not suitable to be varied given the goals and objectives for the Main Street North DPS:
 - i. Prohibited Uses
 - ii. Outside Storage
 - iii. Screening of Mechanical Equipment
 - iv. Loading Spaces and Waste Disposal
- e. Where variances are permitted, they shall be assessed against the following criteria:
 - i. That the criteria under Section 5.5.3, as applicable are achieved;
 - ii. That it maintains the general purpose and intent of the Official Plan;
 - iii. That it maintains the general purpose and intent of the DPS regulations set out under Part 4.0;
 - iv. That the variance is desirable for the appropriate development of the land; and,
 - v. That the variance is minor in nature.
- f. Variances shall be permitted only in the ranges provided if so indicated under Part 4.0: Regulations.

5.5.5. 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.

5.5.6. Discretionary Uses

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

5.5.7. 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 sessions with respect to a particular application may be sought.

5.5.8. 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 has the right to appeal a development permit application if an approval is not obtained within 45 days of submitting a complete application. The City may refuse to approve an application.

5.5.9. Approval in Principle

The City approval may involve a number of options. The City may approve a permit with no conditions. The City may issue an approval and require that conditions be met prior to issuing a development permit, which may or may not have conditions attached to it. The City may also issue a development permit with conditions.

The approach to the approval phase of an application will vary based on the complexity and type of the application itself. For instance, a façade review will likely involve an approval, issuance of permit and release of stamped plans, an agreement would likely not be required. For a typical development, an approval would involve the City issuing a decision approving the application in principle, requiring signing of agreement and posting of securities and payment of required financial contributions before a permit is issued. The agreement and permit may contain additional conditions. Once the agreement is signed, securities posted and financial contributions paid, the City will then issue the permit and release the plans.

5.5.10. Development Permit Conditions

The approval of any development requiring a Development Permit pursuant to Section 5.4 of this By-

law may be subject to one or more of the following conditions:

- a. fulfil any general conditions as set out in Chapter 1.0, Section 5.2.
- b. dedicate lands to the City of Brampton to provide a continuous 26 metre right-of-way along Main Street in the DPS area;
- c. enhance the façade of any existing buildings in a manner that complements and is compatible with the character of adjacent development;
- d. use building materials and colours that are compatible with the character of existing buildings fronting on Main Street; and,
- e. provide services and matters in exchange for a specified height or density of development as set out in this by-law.

5.5.11. Approval Authority

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

5.5.12. 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 be issued within 15 days of the date of decision.





5.5.13. 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 in Appendix 1. 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.

5.5.14. Amendments to Development Permits and Pre-Existing Site Plan Agreements

The process for amending a development permit, development permits agreement, and pre-existing site plans and agreements shall vary depending on the nature of the change. If a change falls into one of the categories, or when a permit is required, the respective process is to be followed.

For minor changes, as determined by the City, the DP Amendment Process can be followed. Submission requirements, required contributions, and the need for agreement will be determined based on the nature of the amendments.

5.5.15. Approved Informal Site Plans

Site plans approved in conjunction with a minor variance application for lots within the Main Street North DPS Area shall be considered an approved plan under the DPS. Changes to that plan will be undertaken by way of a development permit. This applies to variances approved after January 1, 2008.

5.5.16. Transition Approval

There are some properties which received an approval by the Committee of Adjustment for a use, subjected to finalizing conditions, including an appropriate site plan. To recognize the existing approval and avoid extra costs and work by the requirements for a Development Permit, a special Transition Approval provision is provided.

The City will recognize this approval by way of an approval of a special "Transition Approval" development permit under this By-law. The following is required:

- a. The applicant will have a valid variance where conditions have not lapsed prior to the by-law comes into force.
- b. The conditions and requirements of the variance will be maintained.
- c. The owner will be required to make an application for a DP.
- d. In accordance with Table 5-1, no fee payment will be required.
- e. Any change beyond that set out in the approval conditions would be subject to the requirements of the DP by-law.
- f. Approval conditions may be appealed to the Development Permit.

5.6 Density and Height Increases

The City may consider the exchange of height and/or density for the provisions of facilities, services and other matters in accordance with the Downtown

Brampton Secondary Plan (SP 7).

5.7 Submission Requirements

5.7.1. General

Submission process requirements are outlined in Table 5-1.

5.7.1.1. The Development Permit application process 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.

5.7.1.2. 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, if requested;
- Copies of the required set of plans based on review type; and,
- Non-refundable application fee.

5.7.1.3. 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 A1-3 in Appendix sets out the review team that is typically involved in the review of the various application types.

5.7.1.4. Applications will be initially reviewed by a Team meeting.

5.7.1.5. The comments from the Development Permit review team are compiled by the project planner and are forwarded to the applicant.

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

5.7.1.7. 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, site servicing, and works on the city property, among other matters.

5.7.2. Required Information and Quantity of Each Plan

The required information to be provided in support of an application and required quantity of each plan is provided in Appendix 1.

5.7.3. Processing Requirements

Table 5-1 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.

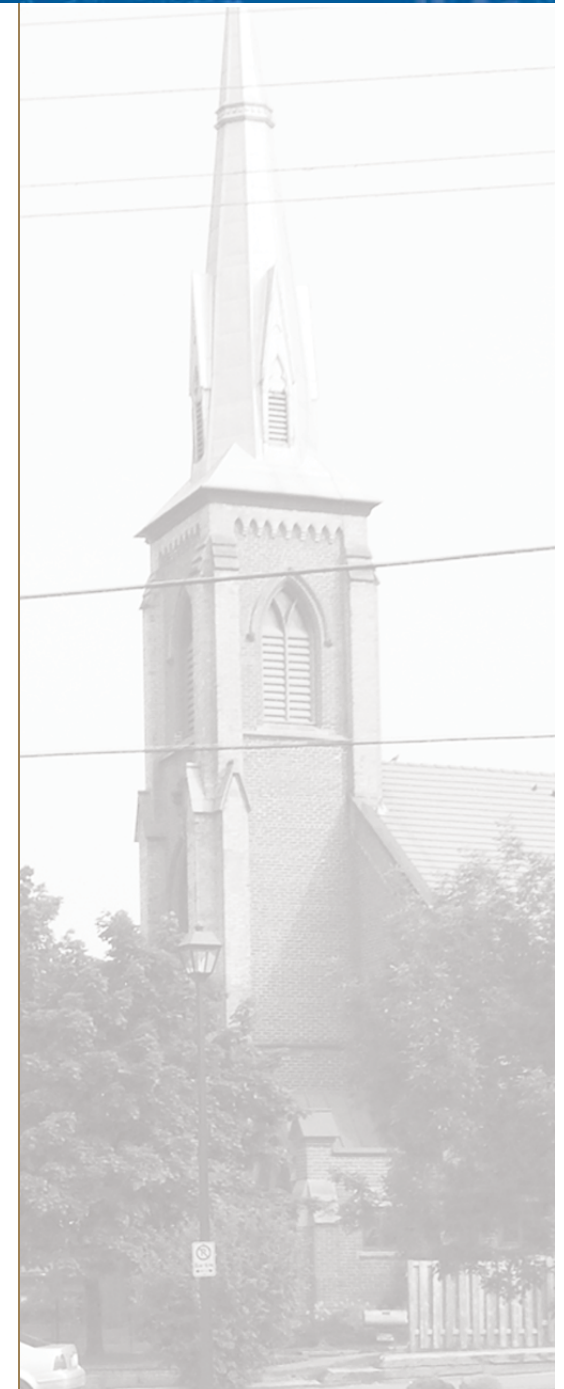


TABLE 5-1

PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	POTENTIAL CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	APPLICATION PROCESS	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
A. General Provisions: Reference (Section 5.1 of the General Provisions for DPS Areas)								
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 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 • Landscape & Streetscape requirements • Sustainable development requirements • 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 • Landscape & Streetscape requirements • Sustainable development requirements • 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



PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	POTENTIAL CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	APPLICATION PROCESS	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
A. General Provisions: Reference (Section 5.1 of the General Provisions for DPS Areas)								
<300m2 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 • Landscape & Streetscape requirements • Sustainable development requirements • 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
=>300m2 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 • Landscape & Streetscape requirements • Sustainable development requirements • 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



PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	POTENTIAL CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	APPLICATION PROCESS	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
A. General Provisions: Reference (Section 5.1 of the General Provisions for DPS Areas)								
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 • Landscape & Streetscape requirements • Sustainable development requirements 	Limited Review**	Base DP fee	<ul style="list-style-type: none"> • Development Permit • Conditions • Development Permit Agreement • Delegated Approval: Director
d) Establish driveways or modify driveways for motor vehicle access for commercial uses of historical residential buildings or multi-unit residential		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"> • Dedication of right-of-way • Sustainable development requirements • Access management 	<ul style="list-style-type: none"> • Landscape & Streetscape requirements 	Limited Review**	Base DP fee	<ul style="list-style-type: none"> • Development Permit\ • 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 requirements • Access management 		Limited Review**	Base DP fee	<ul style="list-style-type: none"> • Development Permit • Conditions • Development Permit Agreement • Delegated Approval: Director



PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	POTENTIAL CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	APPLICATION PROCESS	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
A. General Provisions: Reference (Section 5.1 of the General Provisions for DPS Areas)								
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 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 B below							



PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	POTENTIAL CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	APPLICATION PROCESS	FEEs	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
B. Main Street North Requirements: Section 5.4								
a) Undertake a use or development subject to the provisions of Chapter 1 Section 5.1 (General Provisions applying to DPS Areas)	See A 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**	None	<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



PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	POTENTIAL CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	APPLICATION PROCESS	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
B. Main Street North Requirements: Section 5.4								
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"> Landscape & Streetscape requirements 	Façade Review**	None	<ul style="list-style-type: none"> Development Permit Potential Conditions Potential Agreement Delegated Approval: Director
e) 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 	<ul style="list-style-type: none"> Dedication of right-of-way Landscape & Streetscape requirements Sustainable development requirements Access management 	Limited Review**	None	<ul style="list-style-type: none"> Development Permit Potential Conditions Potential Agreement Delegated Approval: Director
f) Change the use of the land to 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		1) Letter of Intent**** 2) Combined site plan***	1) Supporting technical studies and materials (as may be deemed necessary to complete review)* 2) Full site plan submission (site plan, grading plan, elevations, landscape plan)	<ul style="list-style-type: none"> Dedication of right-of-way Sustainable development requirements Landscape & Streetscape improvements 		Limited Review**	Change of Use Fee	<ul style="list-style-type: none"> Development Permit Potential Conditions Potential Agreement Delegated Approval: Director



PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	POTENTIAL CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	APPLICATION PROCESS	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
B. Main Street North Requirements: Section 5.4								
g) 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"> • Landscape & Streetscape requirements • Adherence to Built Form Requirements 	<ul style="list-style-type: none"> • Access management • Dedication of right-of-way • Sustainable development requirements 	Limited Review**	Change of Use Fee	<ul style="list-style-type: none"> • Development Permit • Potential Conditions • Potential Agreement • Delegated Approval: Director
h) 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 requirements • Access management • Adherence to Built Form Requirements • Landscape & Streetscape requirements 		Limited Review**	Change of Use Fee	<ul style="list-style-type: none"> • Development Permit • Potential Conditions • Potential Agreement • Delegated Approval: Director



PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	POTENTIAL CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	APPLICATION PROCESS	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
B. Main Street North Requirements: Section 5.4								
i) 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 requirements • Access management • Adherence to Built Form Requirements • Landscape & Streetscape requirements 		Limited Review**	Base DP Fee	<ul style="list-style-type: none"> • Development Permit • Potential Conditions • Potential Agreement • Delegated Approval: Director
j) DP Amendments	1) Varies, generally minor change	1) Appropriate plans, depending on change	1) Supporting materials and drawings as deemed necessary	<ul style="list-style-type: none"> • Dependent on situation 	<ul style="list-style-type: none"> • Dependent on situation 	Limited Review**	Amendment Fee	<ul style="list-style-type: none"> • Development Permit • Potential Conditions • Potential Agreement
k) Variance Only	1) Only a variance is required	1) Letter of Intent	1) Plan, Elevations			Limited Review**	Variance Fee	<ul style="list-style-type: none"> • Development Permit • Potential Conditions • Delegated Approval: Director



PROPOSAL	TYPES OF DEVELOPMENT	STANDARD SUBMISSION REQUIREMENTS	POTENTIAL SUBMISSION REQUIREMENTS	REQUIRED CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	POTENTIAL CONTRIBUTIONS (As noted in Section 4.3 under Special Provisions)	APPLICATION PROCESS	FEES	APPROVALS: AUTHORITY, CONDITIONS and AGREEMENTS
B. Main Street North Requirements: Section 5.4								
1) Transition Approval	1) Where a minor variance was approved and conditions in process of being fulfilled when DP established	1) Letter of Intent	1) As required by Committee of Adjustment approval	1) As required by Committee of Adjustment approval		Limited Review**	No Fee	<ul style="list-style-type: none"> • Development Permit • Potential Conditions • 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 A1-1.

** for description of Application Process Types see Table A1-3.

*** 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 A1-2.

**** Letter of intent shall indicate proposed change, are of uses, 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 change 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.

