



## GUIDE TO APPLICATIONS COMMUNITY BLOCK PLAN APPROVAL

The City of Brampton  
Planning and Land Development Services  
Planning, Design and Development Department  
2 Wellington St., West  
Brampton, Ontario L6Y 4A2  
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### A. APPLYING FOR BLOCK PLAN APPROVAL

The attached application form is to be used only when applying to the City of Brampton for Community Block Plan approval. **The application must be completed in full and submitted together with the Block Plan, and application fee (see Schedule A attached to this guide).**

### B. USING THE APPLICATION FORM

1. The appropriate application form **must be fully completed including the applicants' affidavit and registered owners certificate** and returned to the City of Brampton.
2. The application should be completed by the applicant or his authorized agent. The written authorization of the **registered owner and affidavit of the applicant** must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application.
3. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety, convenience and welfare of the present and future residents. Any pertinent information should be reflected in the application form.
4. As noted on the application form certain infrastructure projects to service developments are subject to the provisions of the Environmental Assessment Act. The applicant is advised to consult with their engineering consultant to provide determination in this matter.

### C. SUBMISSION REQUIREMENTS

The City of Brampton requires that the applicant shall provide as many digital and paper copies of the Block Plan as may be necessary. To carry out the review of the application the following must be provided:

#### Application Form Requirements

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

#### Block Plan Requirements

- 25 copies of the Block Plan individually folded to 8 ½ x 11 and one (1) digital PDF (**if GIS requirements are met**)
- 50 copies of the Block Plan individually folded to 8 ½ x 11 and one (1) digital PDF (**if GIS requirements are not met**)

#### Additional Support Material Requirements

Where additional support material such as environmental, noise abatement, planning or engineering reports are required, the following is required:

- 5 copies of all supporting technical reports and background information and 1 digital copy (**PDF or Word**)

### D. GIS REQUIREMENTS

1. **Requirements for Submission and Revisions - Summary**
  - **One (1) digital CAD file of the plan in MicroStation DGN (2D) or AutoCAD DWG (2D) format.**
  - **One (1) digital PDF of the plan preferably 24" x 36" (Architectural D size) representing an exact copy of the paper submission must be provided.**
2. **Digital Drawing Submission - Details**
  - One (1) digital CAD file of the plan must be submitted in **MicroStation DGN (2D) or AutoCAD DWG (2D)** format. No reference files are to be used. Appendix A to this application outlines the technical requirements for digital drawings to be submitted with the attached application form.
  - The digital drawing must be georeferenced. The standard coordinate system for the City is Universal Transverse Mercator (UTM) Zone 17 with the North American Datum 1983 (NAD83). The map units for all features in the file must be in metric, set to metres and un-scaled (1:1). A base seed file for a specific area is available upon request from Technical Services, Planning, Design and Development. The plan must be specifically formatted to be clear and legible in preferably 24" x 36" (Architectural D size) landscape print format. It should be proportionally scaled by the applicant to fit their plan.
  - Applicable layers/levels must be as set out in the Level Structure (as shown in Appendix A) and is provided within the seed file.
  - One digital **PDF** of the plan in preferably 24" x 36" (Architectural D size) representing an exact copy of the paper submission must be provided.
  - For any revisions arising out of the circulation and review process requiring the submission of revised drawings; a revised PDF and digital CAD version must also be submitted to Technical Services, Planning, Design and Development via email ([gis.planning@brampton.ca](mailto:gis.planning@brampton.ca)) or on CD or DVD. Please include a contact name and a brief description of the contents including the city file name of your application.
  - **Please note that for drawings submitted in MicroStation DGN (2D) or AutoCAD DWG (2D) format, georeferencing, level numbers and names must remain accurate and consistent, and continue throughout all stages of the Block Plan submission.**

### E. FOLLOWING THE SUBMISSION OF THE APPLICATION

1. After accepting the application **as complete**, (this will be confirmed in writing and the application shall not be deemed to be complete until such written confirmation is received) the City will confer with City Departments and appropriate ministries, commissions and authorities, and with others who may be concerned, to obtain information and recommendations.
2. A statutory public meeting as required by the Planning Act will be held in accordance with the City's Official Plan requirements.
3. After an evaluation of the application and the recommendations and comments from other bodies, as noted above, the City will make a decision to approve or refuse the application.