

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. 7856

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, 8850 McLaughlin Road, Unit 2: 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: 416-235-5382

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 Co-ordinator, 8850 McLaughlin Road, Unit 1: 905-874-2443

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
- 5 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
- 5 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 \$1020.00

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: \$5.10 per m2 of gross floor area.
- On-site construction building: \$10.20 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 \$15,000 per temporary sales office, must be provided with the executed agreement.

CONTACT: Permit Expediter, 8850 McLaughlin Road, Unit 1: 905-874-2423

3. Occupancy Permit and Opening of the Sales Office

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

1. Submit a Notice of Completion to the Inspection Office requesting a final inspection for occupancy.
2. Provide to the Building Inspector with written confirmation of approval from the Planning Department for the Preliminary Community Information Map. (Form letter available at Building Division.)
3. Provide to the Building Inspector a declaration from the Subdivision Control Architect confirming approval of models offered for sale in the draft-approved plan. (Form letter available at Building Division).

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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Zoning Services

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THE CORPORATION OF THE CITY OF BRAMPTON

PLANNING, DESIGN AND DEVELOPMENT DEPARTMENT



TEMPORARY SALES PAVILION

***GRADING AND DRAINAGE
APPROVAL REQUIREMENTS***

REVISED: November 2001

4.0 WORKS AND TRANSPORTATION GRADING AND DRAINAGE PLANS

4.1 Drawing Requirements

Site servicing and grading plans submitted to the Works and Transportation Department for approval must comply with City Standard #422 and the following items must appear on all plans (Note: All plans are to be folded rather than rolled).

- 4.1.2 Project Name, Scale, Benchmark, Lot # and date of plan.
- 4.1.3 Site plan must be in metric scale.
- 4.1.4 Include a key plan, including the nearest major intersection, north arrow and legend.
- 4.1.5 Indicate any existing above ground utilities and trees across the frontage of the site.
- 4.1.6 Indicate any existing 0.3 metre reserves across the frontage of the site (or flankage) and all road widening required by the City, Region or M.T.O.
- 4.1.7 Entrance width and curve radii to be dimensioned.
- 4.1.8 Location of all existing and proposed curb cuts and sidewalks must be identified. Existing curb cuts which are no longer required must be reinstated to O.P.S.D. standards.
- 4.1.9 All existing driveway locations adjacent to the site or across the road must be shown.
- 4.1.10 Watercourse, swale, culvert, retaining wall, embankment, catch basin and other man-made or natural features on or adjacent to the site.
- 4.1.11 Any easements or right-of-ways are to be shown on plan and identified as to the purpose and to whom the easement is in favour of.
- 4.1.12 Finished floor elevations of buildings on adjacent properties must be indicated on the grading plans as well as the distance between buildings.
- 4.1.13 Existing road center line and top of curb elevations of frontage street must be shown.
- 4.1.14 Indicate grades with arrows and percent slope on laneways, parking/landscape surfaces and drainage swales. Show existing contours on plan.

4.2 General Notes: (to appear on the Grading Plan)

1. All the construction work for this project shall comply with the standard Drawings and Specifications of the City of Brampton and the Ontario Provincial Standards and Specifications.
2. All surface drainage shall be self contained, collected and discharged at a location to be approved prior to the issuance of a building permit. Drainage of abutting properties shall not be adversely affected.
3. Proposed elevations along site property lines must match existing elevations.
4. A silt fence to City Standard #406 must be placed around the perimeter of the site.
5. At all entrances to the site the road curb and sidewalk will be continuous through the driveway, the driveway grade will be compatible with the existing sidewalk and curb depression will be provided for each entrance. Access construction as per City of Brampton Standard 237.
6. Sidewalk to be removed and replaced as per O.P.S.D. 310.010.
7. The portion of the driveway within the municipal boulevard must be paved with 40mm HL3 and 50mm HL8. Sub Base to be 150mm Granular "A" (or 130mm of 20mm crusher run limestone) and 300mm Granular "B" (or 225mm of 50mm crusher run limestone) compacted to 100% standard proctor density.
8. A utility clearance radius of 1.2 meters between the proposed driveway entrance curb return and all above ground utilities must be maintained.
9. Road occupancy /access permit must be obtained 48 hours prior to commencing any works within the municipal road allowance.
10. The service connection trench within the traveled portion of the road allowance shall be backfilled in accordance with the requirements of the road occupancy/ access application.

Include these notes if storm sewer is required on the site

11. Within the City's right-of-way, storm sewers and storm sewer connections must be concrete, or approved equal, with type "B" bedding throughout. The strength of the concrete pipe must be as per City Standard 341 and as follows; minimum 65-D for reinforced pipe and minimum ES for non reinforced pipe.
12. The minimum catchbasin lead diameter allowed is 200mm. The minimum storm sewer diameter allowed for connections to the City's storm sewer is 250mm.
13. All catchbasin manholes and manholes with inlet control devices must have a minimum 0.3 metre sump and top as per municipal standards.

4.3 Lot Grading Criteria

- 4.3.1 Ensure that all drawings are consistently detailed between the mechanical (servicing) plan and the grading and drainage plan.
- 4.3.2 The maximum ponding depth permitted is 0.3 metres in parking areas, 1 metre in below grade loading docks and 0.5 metres in approved landscaped areas.
- 4.3.3 Municipal boulevards must be graded between 2 percent to 6 percent maximum.
- 4.3.4 Within the site the following grading criteria is to be used:
- driveway grades 2 percent to 8 percent
 - other asphalt grades 0.5 percent to 8 percent
 - sodded areas 2 percent to 6 percent
 - landscaped berms to be a maximum 3:1 grade
 - swales – 2 percent for institutional sites
- 1 percent for commercial and industrial sites.
- 4.3.5 Proposed elevations along all property lines must be compatible with the existing or proposed elevations of adjacent sites. Grading shall not extend onto adjacent properties unless written approval is obtained from the landowner.
- 4.3.6 Existing ground elevations for 5 and 10 metre outside of property line at 20 metre intervals must be provided and the direction of drainage on the adjacent lands must be shown to the satisfaction of the Commissioner of Works and Transportation.
- 4.3.7. If retaining walls are required the following criteria is to be followed:
- a) All retaining walls are to be concrete or concrete product; the use of timber will not be accepted. The backfill is to be compacted free draining granular material.
 - b) All retaining walls are to be designed, approved and stamped by a Consulting Engineer specializing in structural engineering. The design must be accompanied by calculations clearly demonstrating that it is structurally satisfactory for the particular location and soil type.
 - c) The detailed drawing shall have a note indicating:
 1. That the subject walls have been designed in accordance with accepted engineering principles; and
 2. That the wall is suitable for the geotechnical condition of the site and for the type of loading.
 - d) The detail drawing shall show a weeping tile and incorporate a filter cloth envelope.
 - e) The installations are to be inspected during construction and certified in writing by the Consulting Engineer as to conformity to design and suitability for the site conditions.
 - f) For retaining walls 0.6m in height or less, approved lightweight slabs using tiebacks will be permitted. A geogrid fabric or equivalent must be utilized as the tie back medium.
 - g) For retaining walls greater than 0.6m, the following systems may be utilized:
 1. a concrete tie-back system,
 2. a heavy block system, and
 3. The use of gabion baskets may only be permitted in **Industrial** Subdivisions on a site-specific case.
 - h) Protective fencing is required where the exposed retaining wall face height exceeds 0.6m. The structural stability of this wall must be able to withstand the extra force exerted by the fence as well as the earth loads.
 - i) Retaining walls shall not be located less than 1.0m from noise wall footings except where absolutely necessary at the discretion of the City and as designed and certified by a structural engineer for both walls.

4.4 Storm Drainage

- 4.4.1 The elevations along the property line should be carefully examined with respect to external drainage. The impact of external drainage must be addressed and provided for as required.
- 4.4.2 Ensure site is self-contained with only the municipal portion draining onto public roads (for the minor storm).
- 4.4.3 Grading must be completed such that an overland flow route is maintained assuming all mechanical systems fail. **This route must be clearly identified on the drawings including the ultimate outlet of the overland flow route (i.e. watercourse or roadway).** The maximum ponding depths as outlined in section 4.3.2. must not be exceeded.
- 4.4.4 For storm sewers, the length, slope, size of pipe, pipe material, class of pipe and inverts at all connections must be shown.
- 4.4.5 Frost protection is required where cover is less than 1.2 metres from the pipe obvert to grade. Delineate extent of insulation on plan and provide a dimensioned detail.
- 4.4.6 Where utilities cross, a minimum clearance of 150mm must be provided between the obvert elevation of the lower pipe and the invert elevation of the upper pipe.
- 4.4.7 As a general guide, one catchbasin is required per 1,000 square metres of parking lot area depending upon the layout of the site.
- 4.4.8 The storm connection to the sewer in the street must have an invert above the spring line of the main sewer. A manhole is required if the storm connection lead is greater than one half the diameter of the street storm sewer.
- 4.4.9 Drop pipes must be provided where difference in obverts between incoming and outgoing pipes exceed 500mm as per City Standard #314
- 4.4.10 The length of the sewer between the building and the first manhole to which the building sewer connects shall not exceed 30m.
- 4.4.11 The storm sewer spacing between manholes shall be;
 - a) 90m for diameter of 600mm or less.
 - b) 150m for diameter greater than 600mm.
- 4.4.12 The minimum flow angle allowed is 90 degrees.
- 4.4.13 Storm sewers proposed underneath buildings is not recommended. If proposed, a clause will be included in the site plan agreement in which the owner accepts sole responsibility in the event of any damages to the storm sewer or settlement of the building foundation.

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

**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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- **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.**
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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.**
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- **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.**
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- **FOR DETAILED GRADING AND BERMING INFORMATION, PLEASE CALL THE SUBDIVIDER'S ENGINEERING CONSULTANT _____ (NAME) AT _____ (PHONE NUMBER).**

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:			

As a condition of occupancy of a temporary sales office for production residential builders, the Building Division must have confirmation that the models intended for sale within the proposed plan of subdivision are reviewed and found acceptable by the Control Architect for the subdivision for which the sales office will be selling.

LETTER OF APPROVAL OF CERTIFIED MODEL HOMES

To: THE CORPORATION OF THE CITY OF BRAMPTON
Planning, Design and Development
Building Division, Inspections
8850 McLaughlin Rd. Unit 1
Brampton, Ontario L6Y 5T1

Attention: Manager of Inspections

WE, _____
(Company Name of Control Architect)

the designated Control Architect for the subdivision _____ hereby
(Plan Number)

certify that the models intended for sale within the proposed plan of the aforementioned

subdivision by _____ have been reviewed and
(Name of Builder)

approved for compliance with the applicable guidelines in place.

(Authorized Signature)

Date _____

(Name- Please Print)

DATE: _____

TO: **Building Inspector** **FAX: (905) 874-3763**

CC: **Lillyan McGinn, Manager of Plans and Permits**
Building Division

RE: **Confirmation of Approval for Preliminary Community**
Information Map

As a condition of occupancy of a temporary sales office for production residential builders, the Building Division must have confirmation that the preliminary community information map has been received, reviewed and found acceptable by the Planner for the subdivision for which the sales office will be selling.

The Planner must complete this memorandum. It provides confirmation that the preliminary community information map for the following subdivision has been reviewed and is found to be acceptable.

SUBDIVISION
PLAN NO. _____

TEMPORARY
SALES OFFICE _____
Builder's Name

PLANNER'S
NAME _____
Please Print

PLANNER'S
SIGNATURE _____

NOTES

