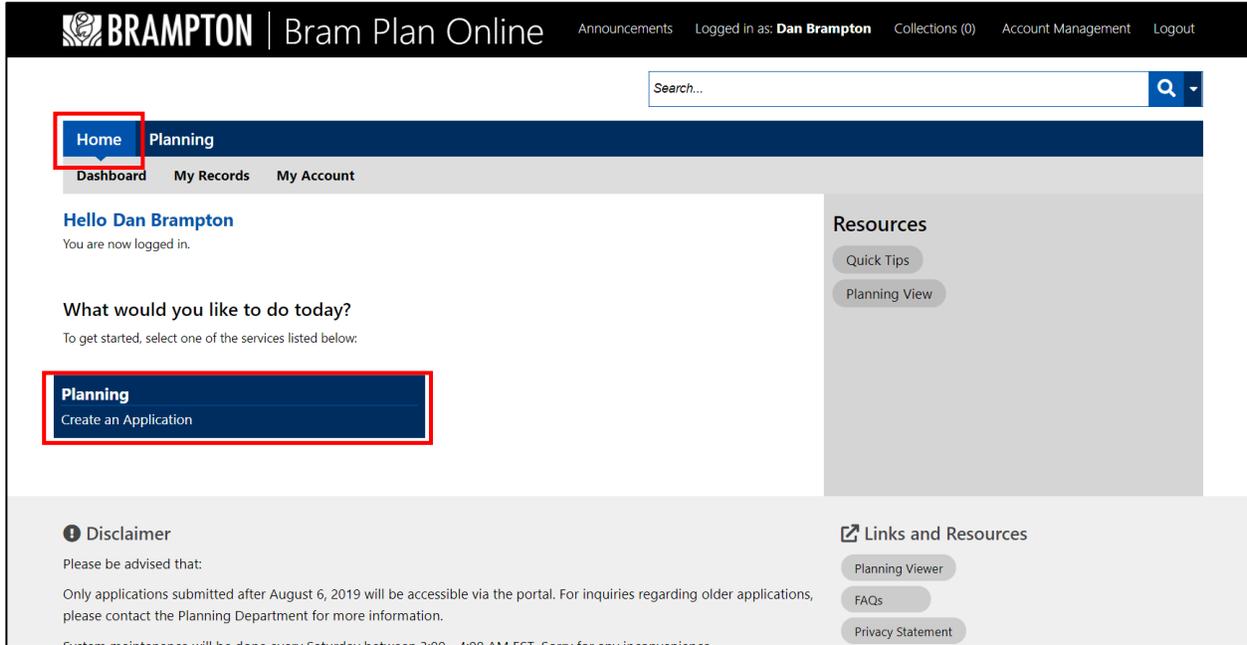


How to Submit an Application

Step 1) Log in to BramPlan Online, select the 'Home' button, then select 'Create an Application'



BRAMPTON | Bram Plan Online

Announcements Logged in as: Dan Brampton Collections (0) Account Management Logout

Search...

Home Planning

Dashboard My Records My Account

Hello Dan Brampton
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

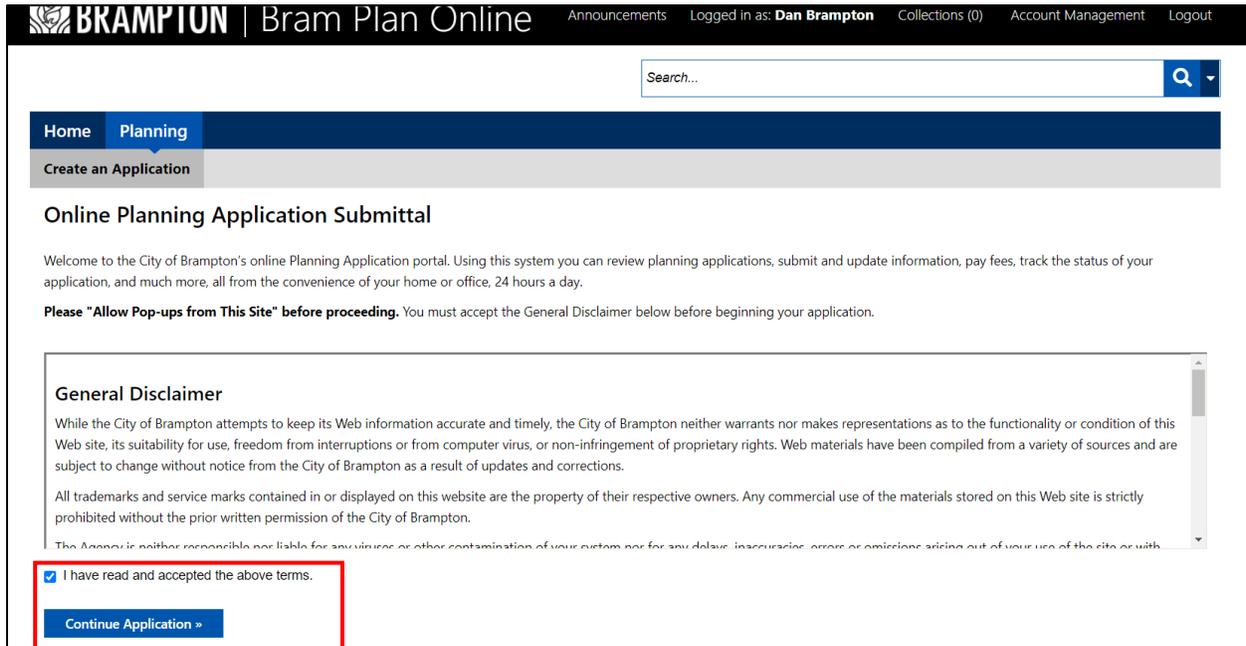
Planning
Create an Application

Resources
Quick Tips
Planning View

Disclaimer
Please be advised that:
Only applications submitted after August 6, 2019 will be accessible via the portal. For inquiries regarding older applications, please contact the Planning Department for more information.
System maintenance will be done every Saturday between 3:00 - 4:00 AM EST. Sorry for any inconvenience.

Links and Resources
Planning Viewer
FAQs
Privacy Statement

Step 2) Carefully read the disclaimer. Once you have read and agree to the terms, check the "I have read and accepted the above terms." box, then select 'Continue Application'



BRAMPTON | Bram Plan Online

Announcements Logged in as: Dan Brampton Collections (0) Account Management Logout

Search...

Home Planning

Create an Application

Online Planning Application Submittal

Welcome to the City of Brampton's online Planning Application portal. Using this system you can review planning applications, submit and update information, pay fees, track the status of your application, and much more, all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Brampton attempts to keep its Web information accurate and timely, the City of Brampton neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of Brampton as a result of updates and corrections.

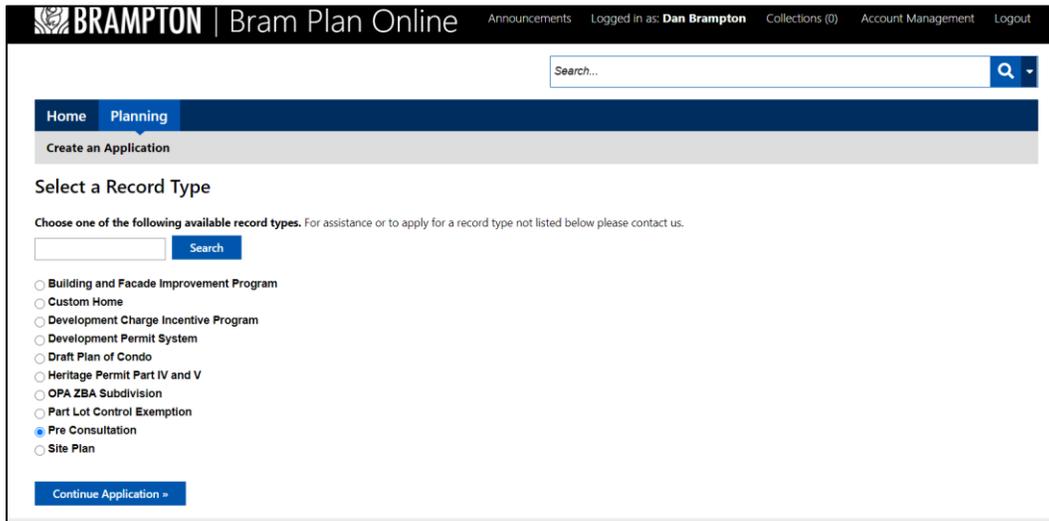
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The Agency is neither responsible nor liable for any viruses or other contamination of your system, nor for any delays, inaccuracies, errors or omissions arising out of your use of the site or with...

I have read and accepted the above terms.

Continue Application >

Step 3) Select the application type that you wish to apply for, then click 'Continue Application'



BRAMPTON | Bram Plan Online

Announcements Logged in as: Dan Brampton Collections (0) Account Management Logout

Search...

Home Planning

Create an Application

Select a Record Type

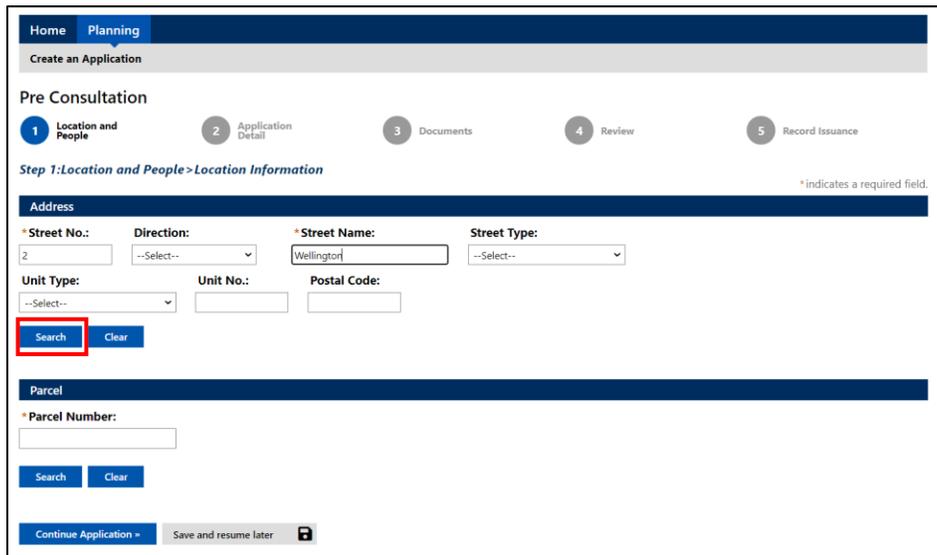
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

- Building and Facade Improvement Program
- Custom Home
- Development Charge Incentive Program
- Development Permit System
- Draft Plan of Condo
- Heritage Permit Part IV and V
- OPA ZBA Subdivision
- Part Lot Control Exemption
- Pre Consultation
- Site Plan

Continue Application >

Step 4) Enter the Street Number and Street Name OR the Parcel Number, then select 'Search'.



Home Planning

Create an Application

Pre Consultation

1 Location and People 2 Application Detail 3 Documents 4 Review 5 Record Issuance

Step 1: Location and People > Location Information *Indicates a required field.

Address

*Street No.: 2 Direction: --Select-- *Street Name: Wellington Street Type: --Select--

Unit Type: --Select-- Unit No.: Postal Code:

Search Clear

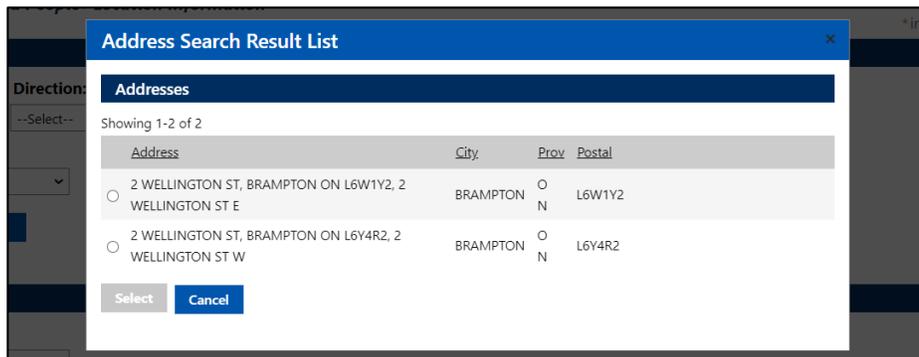
Parcel

*Parcel Number:

Search Clear

Continue Application > Save and resume later

If there are multiple addresses that fit your search criteria, select the appropriate one. If your application spans across multiple properties, select the address of the largest parcel that is being affected. You will be able to enter the other relevant addresses later on.



Address Search Result List

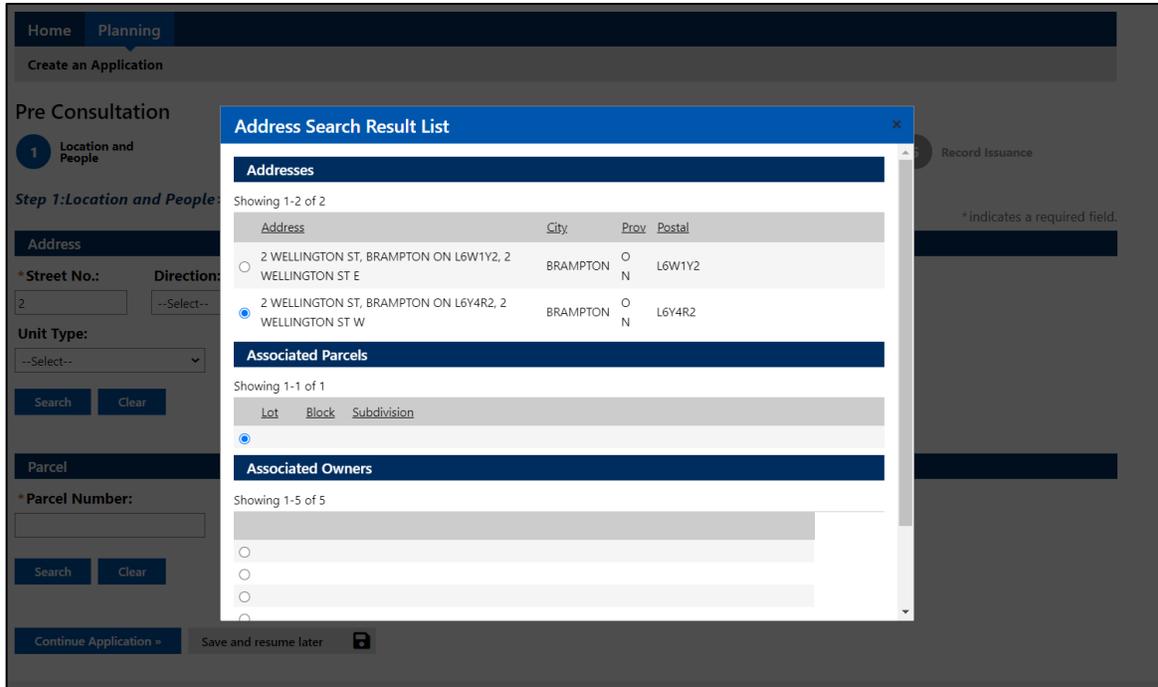
Direction: --Select--

Showing 1-2 of 2

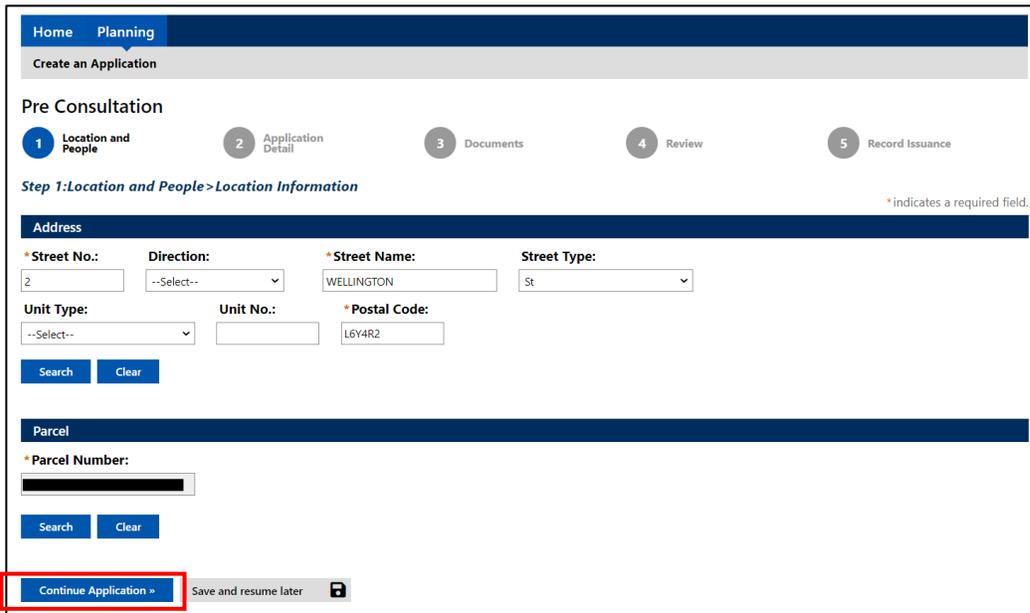
Address	City	Prov	Postal
<input checked="" type="radio"/> 2 WELLINGTON ST, BRAMPTON ON L6W1Y2, 2 WELLINGTON ST E	BRAMPTON	ON	L6W1Y2
<input type="radio"/> 2 WELLINGTON ST, BRAMPTON ON L6Y4R2, 2 WELLINGTON ST W	BRAMPTON	ON	L6Y4R2

Select Cancel

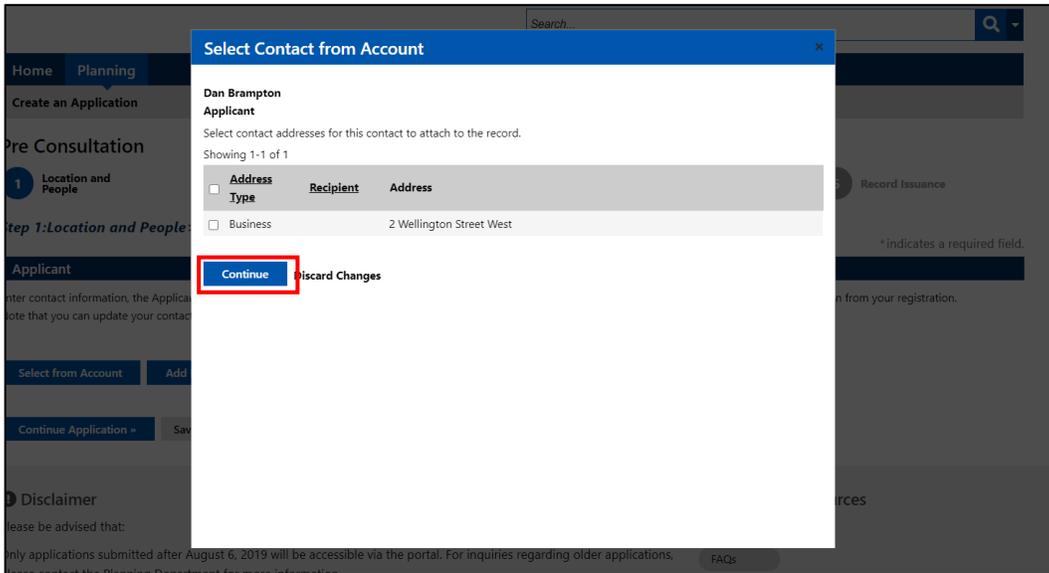
Step 5) For privacy reasons, the parcel numbers and ownership details are blanked out. In most cases, there will only be one entry for each – select the available option. If there are multiple entries, select the first one, and Planning staff will verify these items once the application has been submitted. Once you have selected the appropriate options, scroll down and click ‘select’.



Step 6) Now that the address information has been populated, click ‘Continue Application’



Step 7a) If you are submitting this application for yourself, click ‘Select from Account’, then choose the appropriate information, then select ‘Continue’. If you are submitting the application on behalf of someone else (i.e. your manager), skip to step 7b).



If all of the information is correct, select ‘Continue Application’. If changes are required, select ‘Edit’ or ‘Add Additional Contact Address’ as required.

Pre Consultation

1 Location and People 2 Application Detail 3 Documents 4 Review 5 Record Issuance

Step 1: Location and People > Contact Information * indicates a required field.

Applicant

Enter contact information, the Applicant information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

✔ **Contact added successfully.**

Dan Brampton
 planning.development@brampton.ca
Home phone:
Mobile Phone:
Work Phone: 9058742050

[Edit](#) [Remove](#)

▼ **Add Additional Contact Addresses**

[Add Additional Contact Address](#)

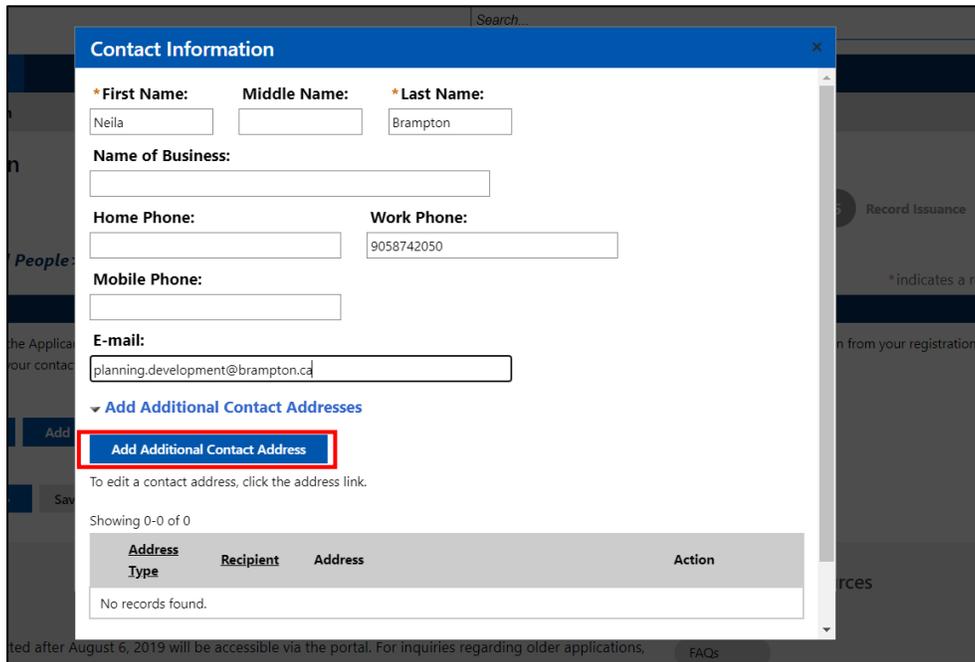
To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Business		2 Wellington Street West	Actions ▼

[Continue Application »](#) Save and resume later 

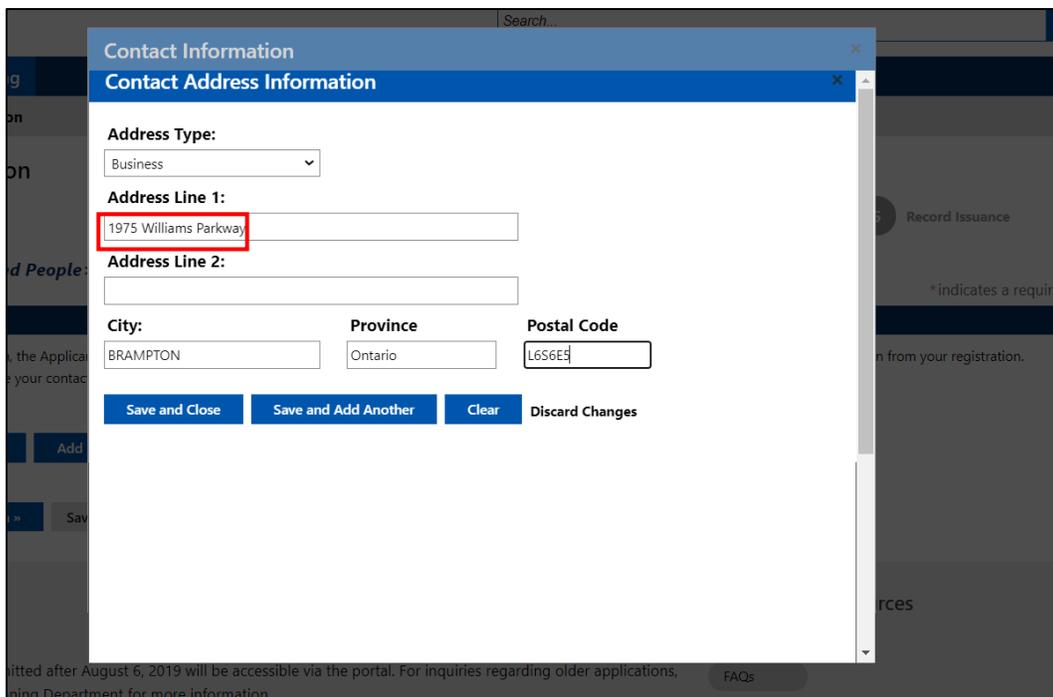
Step 7b) If you are submitting the application on behalf of someone else, select 'Add New', then add the general personal information. Then click 'Add Additional Contact Address', fill in the address information



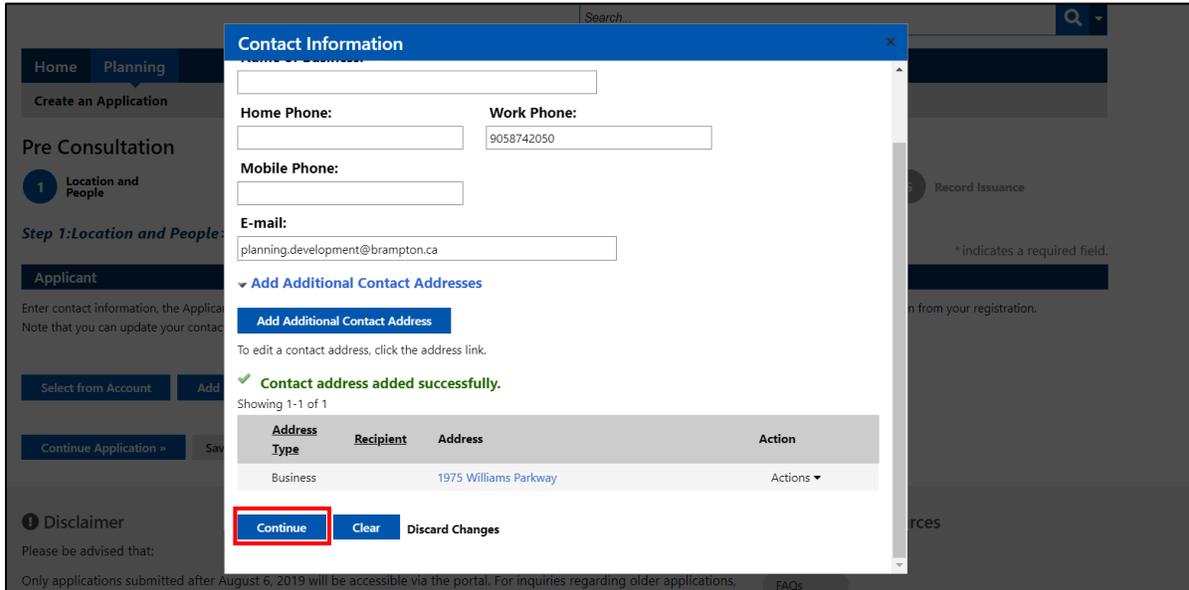
The screenshot shows a 'Contact Information' modal window. The form contains the following fields: First Name (Neila), Middle Name, Last Name (Brampton), Name of Business, Home Phone, Work Phone (9058742050), Mobile Phone, and E-mail (planning.development@brampton.ca). Below these fields is a section titled 'Add Additional Contact Addresses' with a sub-section 'Add Additional Contact Address' highlighted by a red box. Below this is a table with columns 'Address Type', 'Recipient', 'Address', and 'Action', showing 'No records found.' At the bottom of the modal, there is a footer with text: 'After August 6, 2019 will be accessible via the portal. For inquiries regarding older applications, please contact the Planning Department for more information.' and a 'FAQs' link.

as appropriate, then select 'Save and Close'.

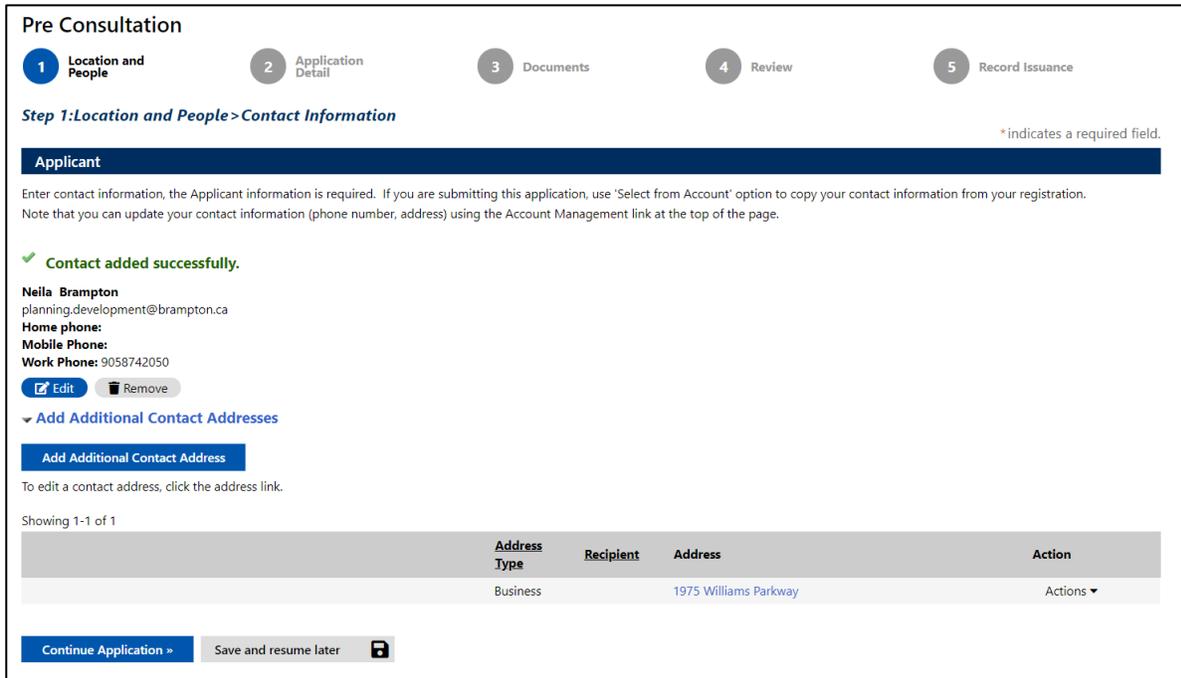
Add additional address information if applicable. If not, select 'Continue'.



The screenshot shows a 'Contact Address Information' modal window. The form contains the following fields: Address Type (Business), Address Line 1 (1975 Williams Parkway, highlighted in red), Address Line 2, City (BRAMPTON), Province (Ontario), and Postal Code (L6S6E9). At the bottom of the modal, there are four buttons: 'Save and Close', 'Save and Add Another', 'Clear', and 'Discard Changes'. At the bottom of the modal, there is a footer with text: 'After August 6, 2019 will be accessible via the portal. For inquiries regarding older applications, please contact the Planning Department for more information.' and a 'FAQs' link.



If all of the information is correct, click 'Continue Application'. If changes are required, select 'Edit' or 'Add Additional Contact Addresses' as required.



Step 8) Input Application Information. If your application has multiple municipal addresses, list them all within the “Project Address” field.

Note: All fields with asterisks are required. This guide was written based on a Pre-Consultation Application. If you are entering a different application types, the required fields will be different.

Pre Consultation

1 Location and People 2 **Application Detail** 3 Documents 4 Review 5 Record Issuance

Step 2: Application Detail > Application Information *indicates a required field.

Detail Information

Please provide the Project Name and a detailed description of the proposed project below.

Project Address:

***Project Description:**

[spell check](#)

Custom Fields

OWNER

* **Owner Name:**

* **Owner Address:**

[spell check](#)

* **Owner Phone Number:**

* **Owner Email Address:**

Continue to scroll down the page and fill in the information as appropriate.

PC ANTICIPATED DEVELOPMENT

Official Plan Amendment:

Zoning By Law Amendment:

Block Plan:

Secondary Plan:

Draft Plan of Subdivision:

Draft Plan of Common Element Condominium:

Draft Plan of Standard Condominium:

Draft Plan of Vacant Land Condominium:

Site Plan Limited:

Site Plan Basic:

Site Plan Full:

Site Plan Infill Mature:

Site Plan Telecommunication Tower:

Consent:

Note: Measurements should be entered in based on the units listed next to the fields.

On a dual frontage property, the width should be measured as the shorter of the frontages. The depth should be measured from the shorter frontage to the rear of the property.

PC SITE INFORMATION	
* Ward Number:	<input type="text" value="1"/>
Assessment Roll Number:	<input type="text"/>
* Area (square meters):	<input type="text" value="10458"/>
* Width (meters):	<input type="text" value="80.42"/>
* Frontage (meters):	<input type="text" value="340.19"/>
* Depth (meters):	<input type="text" value="171.12"/>
PC PLANNING INFORMATION	
* Official Plan Designation Existing:	<input type="text" value="Central Area"/>
* Official Plan Designation Proposed:	<input type="text" value="Central Area"/>
* Secondary Plan Designation Existing:	<input type="text" value="Central Area Mixed Use"/>
* Secondary Plan Designation Proposed:	<input type="text" value="Central Area Mixed Use"/>
* Zoning Existing:	<input type="text" value="DC-3726"/>
* Zoning Proposed:	<input type="text" value="DC - Site Specific"/>
* Are there any easements or restrictive covenants affecting the subject lands?:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Note: The 'existing' and 'proposed' fields are added together in the 'total' field. So, if you are not proposing a change to that statistic, leave the proposed field as zero. If you are proposing an addition, only include the additional statistic to the proposed field.

PC PROPOSAL INFORMATION	
* Provide a description of the scale and scope of the proposal:	<div style="border: 1px solid black; padding: 5px;">Proposed rezoning for the purposes of adding an additional 2 storeys to the height of the existing building.</div> <input type="text" value="spell check"/>
* Building Coverage (PCT) Existing:	<input type="text" value="35"/>
* Building Coverage (PCT) Proposed:	<input type="text" value="0"/>
* Building Coverage (PCT) Total:	<input type="text" value="35"/>
* Building Height (m) Existing:	<input type="text" value="22"/>
* Building Height (m) Proposed:	<input type="text" value="8"/>
* Building Height (m) Total:	<input type="text" value="30"/>
* Number of Storeys Existing:	<input type="text" value="7"/>
* Number of Storeys Proposed:	<input type="text" value="2"/>
* Number of Storeys Total:	<input type="text" value="9"/>
* Number of Units Existing:	<input type="text" value="1"/>
* Number of Units Proposed:	<input type="text" value="0"/>
* Number of Units Total:	<input type="text" value="1"/>
* Gross Floor Area (sq meters) Existing:	<input type="text" value="25622"/>
* Gross Floor Area (sq meters) Proposed:	<input type="text" value="7320"/>
* Gross Floor Area (sq meters) Total:	<input type="text" value="32942"/>



Note: If you have consulted with any external agencies prior to the submission of your application, please add that information by selecting 'Add a Row' in the 'External Agencies Contacted' section.

* Number of Parking Spaces Existing:	<input type="text" value="350"/>
* Number of Parking Spaces Proposed:	<input type="text" value="0"/>
* Number of Parking Spaces Total:	<input type="text" value="350"/>
* Floor Space Index Existing:	<input type="text" value="2.44"/>
* Floor Space Index Proposed:	<input type="text" value="0.699"/>
* Floor Space Index Total:	<input type="text" value="3.139"/>

PC OTHER APPLICATIONS

* Yes No

Is this property the subject of an application for a variance, consent, OPA, ZBA, SB, or CDM?:

Custom Lists

EXTERNAL AGENCIES CONTACTED

Showing 1-1 of 1

<input type="checkbox"/>	Type of Agency	Description	Actions
<input type="checkbox"/>	TRCA	Met to discuss potential floodplain issues	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application >>](#) [Save and resume later](#)

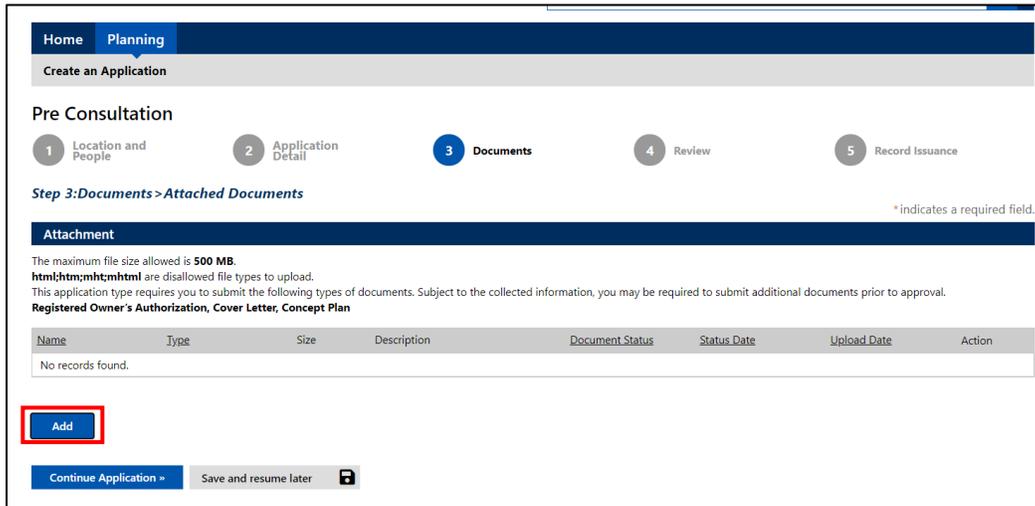
Once all of the information has been entered, select 'Continue Application'

Note: On certain application types, there is a "Related Records" list. Please fill out any applications that are being processed in conjunction with the application you are submitting. If you are submitted a Site Plan Application, Draft Plan of Condo, or OPA/ZBA/Subdivision application, please add the pre-consultation file as a related record.

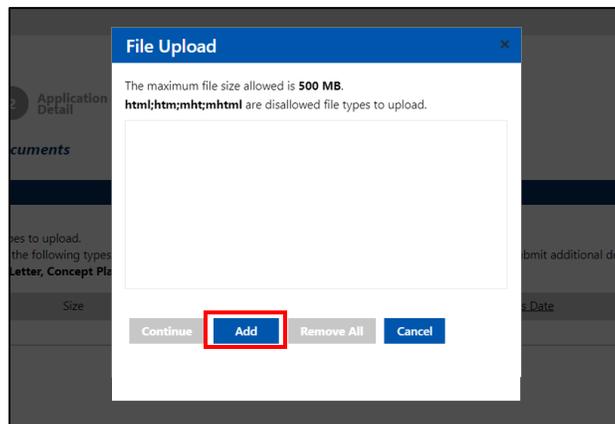
Step 9) Now that all of the general information about the application has been entered, the relevant documents can be uploaded.

Prior to any work being completed in BramPlan Online, your documents **must** be named according to the Document Naming and Saving Conventions. The name you give the document is what is displayed in BramPlan-Online. Documents that are not named correctly will be rejected.

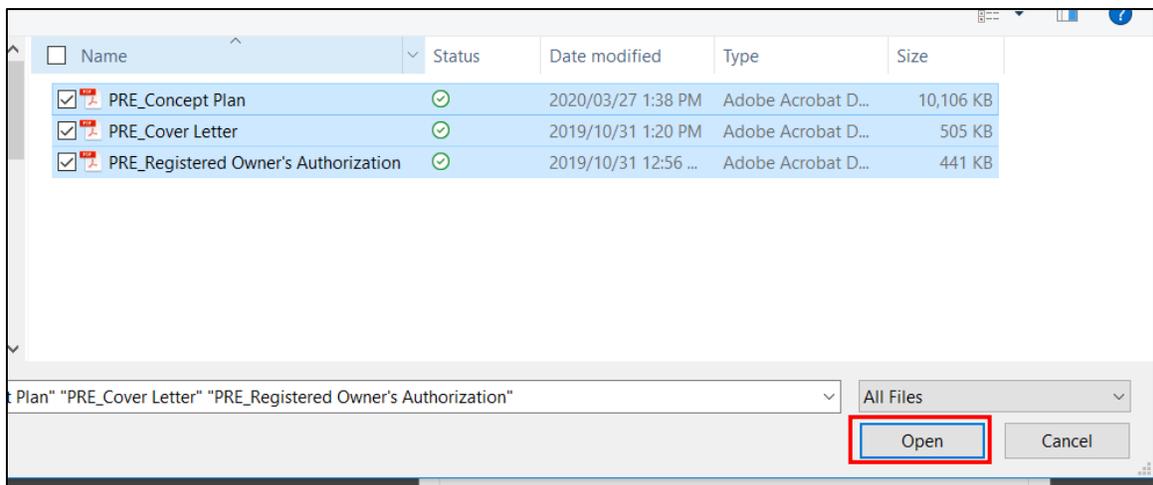
Once you are ready to upload your documents, select 'Add'



In the next popup, select 'Add'

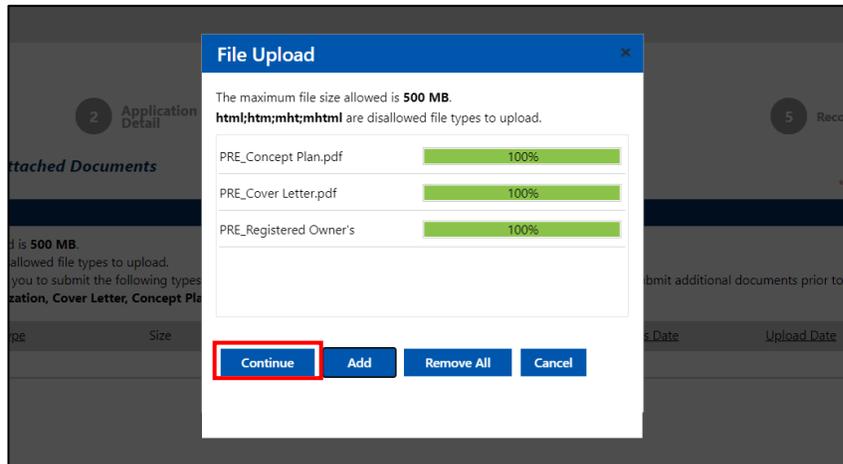


Your file explorer will open. Select all documents that you wish to upload, then select 'Open'

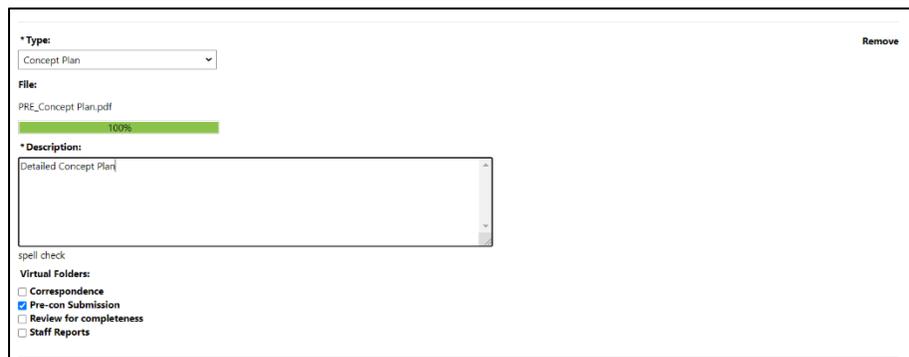


Note: the documents that you are required to upload vary by application type. Please contact the planning department if you have any questions.

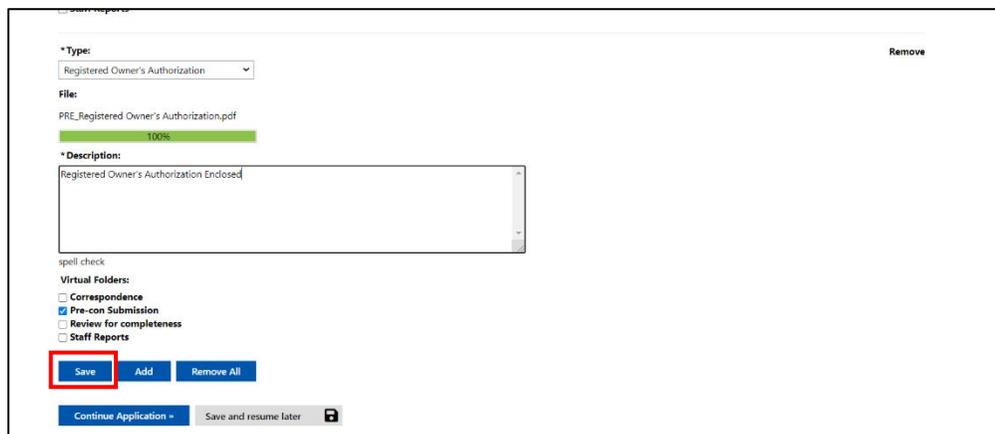
Once all documents reach a 100% upload status, click 'continue'



Step 10) Once the documents are added to the system, a type, description, and virtual folder must be filled in. The proper type and virtual folders to choose can be found in the Document Naming and Saving Protocol.



After filling in this information for all of the documents, select 'Save'. After the files are saved, select 'Continue Application'.



✔ The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

Pre Consultation

1 Location and People
 2 Application Detail
 3 Documents
 4 Review
 5 Record Issuance

Step 3: Documents > Attached Documents *Indicates a required field.

Attachment

The maximum file size allowed is **500 MB**.
 HTML, JavaScript, and other active content are disallowed file types to upload.
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Registered Owner's Authorization, Cover Letter, Concept Plan

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
PRE_Concept Plan.pdf	Concept Plan	9.87 MB	Detailed Concept Plan <20TMP-000172 PLN_PRECON concep... read more	Uploaded	06/11/2020	06/11/2020	Actions ▾
PRE_Cover Letter.pdf	Cover Letter	504.77 KB	Detailed Cover Letter <20TMP-000172 PLN_PRECON Cover Lettc... read more	Uploaded	06/11/2020	06/11/2020	Actions ▾
PRE_Registered Owner's Authorization.pdf	Registered Owner's Authorization	440.95 KB	Registered Owner's Authorization Enclosed <20TMP-000172 PLN_PRECON Re... read more	Uploaded	06/11/2020	06/11/2020	Actions ▾

Add

Continue Application »
 Save and resume later

Step 11) Review all information to ensure it is correct. If there are any errors, correct them by selecting the 'Edit' button. If there are no errors, select 'Continue Application'.

Home **Planning**

Create an Application

Pre Consultation

1 Location and People
 2 Application Detail
 3 Documents
 4 Review
 5 Record Issuance

Step 4: Review

Continue Application »
 Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Pre Consultation

Address Edit

2 WELLINGTON St
L6Y4R2

Parcel Edit

Parcel Number: XXXXXXXXXX

Applicant Edit

The application has now been submitted. You will be contacted by a member of the planning department within 3 business days of submitting the application confirming the receipt of the information, and whether any additional information is required.

Pre Consultation

- 1 Location and People
- 2 Application Detail
- 3 Documents
- 4 Review
- 5 Record Issuance**

Step 5: Record Issuance

 Your application has been successfully submitted.

Thank you for using our online services.

Your Record Number is PRE-2020-0024.

You will need this number to check the status of your application.

[Print/View Summary](#)

[Copy Record](#)