

Development Applications
PRE Application Consultation Checklist GLOSSARY

Checklist Item	Definition
Detailed Description of Development Proposal	A document or cover letter that explains the intent of the application and provides a detailed description of the proposal.
Completed Application Form	A completed application form (for the specific application type) supplying as much detail as required to provide a complete picture of the proposal. http://www.brampton.ca/EN/Business/planning-development/Pages/Applications.aspx
Concept Plan	A scaled drawing depicting the major elements of the proposal which may include landscape, roads, building concepts, property lines, etc. It must contain a key plan.
Survey and/or Legal Plan	The most up-to-date version of a legal survey of the subject property completed by an Ontario Land Surveyor. It must contain all easements and restrictions.
Parcel Abstract	A document issued by the appropriate land registry office, that provides all of the information on the property that has been registered on title. This document must have been issued no more than 30 days prior to the date of application.
Public Consultation Strategy	A document that describes the framework and specific actions to be taken for public engagement, including but not limited to steps required, by the pertinent sections of the Planning Act. Can be included in a Planning Justification Report.
Draft Public Notice Signage	Actual draft wording and draft image of the proposal that will be included on the required public notice sign that will be posted on the property. Link to notice sign requirements. For additional guidance refer to Appendix B at this link: http://www.brampton.ca/EN/Business/planning-development/Documents/e-Forms/DevServ/ZB_OP_Amendment_Application_Package.pdf
Planning Justification Report	A report that provides planning analysis of the proposal to support the application.
Urban Design Brief	Urban Design Brief is a document that comprises guidelines, precedent images and a conceptual design of the proposal that will guide the development of the site. Depending on the proposal's complexity, this document may include, but not limited to 3D renderings, proposed elevations, sun/shadow study, etc. http://www.brampton.ca/EN/Business/planning-development/Documents/CD/CD%20Process/UrbanDesignBrief_TermsOfReference.pdf
Sustainability Score and Summary	The score provided by completing the Sustainability Assessment Tool and a brief overview of an application's sustainability performance, identifying specific targets to be achieved, and indicating where, in associated component studies, targets can be verified. This is required for all Block Plan, Draft Plan of Subdivision, Draft Plan of Condominium Development Applications and (Full) Site Plan Applications. http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Pages/Measuring-the-Sustainability-Performance-of-New-Development.aspx

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Comprehensive Development Plan or Tertiary Plan	Drawings and/or document that outline how a site can be developed in an integrated manner with adjacent lands. Inquire at COB Planning if there is a pre-existing plan for the proposal location. If a plan does not exist, then the Applicant may be required to prepare one. Various technical studies may be required to support a tertiary plan.
Draft Amendment - Official Plan	Actual draft wording for the proposed amendment to the Official Plan.
Draft Amendment – Zoning Bylaw	Actual draft wording for the proposed amendment to the Zoning Bylaw.
Draft Plan of Subdivision	A geographically precise map (survey) completed by a licensed Ontario Land Surveyor that displays property line boundaries, numbering and dimensions of lots, locations and width of streets and sites of future schools and parks, in accordance with Section 51 of the <i>Planning Act</i> .
Draft Plan of Condominium	A plan (prepared by a licensed Ontario land surveyor) that includes: Part I – perimeter plan of survey and separate sheets of plans of survey, which designate the units, if any; Part II – plan of survey of exclusive-use common elements that are restricted for use by one or more owners, such as individual parking spaces, if any; Part III – architectural plans, if any (prepared by a licensed Ontario architect) Part IV – structural plans, if any (prepared by a licensed Ontario engineer)
Market Impact Study	An analysis the economic impact of the proposed development on the existing marketplace.
Noise and Vibration Report	A report that analyses the noise and vibration impact of the proposed development and, where required, recommends mitigation measures.
Site Servicing, Grading and Drainage Plan	A drawing with sufficient detail (contours, elevations, location and types of stormwater management infrastructure, etc.) that depicts how a site will be graded, drained and serviced.
Functional Servicing Report	A study that addresses how a site might be serviced regarding site grading, stormwater management, water supply, sanitary sewerage and may include implementation requirements relating to a related Environmental Impact Report.
Storm Water Management Brief and/or Report	A study that evaluates the effects of a proposed development on the stormwater and drainage system and recommends how to manage the rainwater consistent with the City’s and MOECC guidelines.

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Tree Evaluation Report	<p>The purpose of the Tree Evaluation Report for a Plan of Subdivision or Site Plan stage is to further evaluate all trees greater than 15cm diameter at breast height (dbh) to ensure no net loss to the Brampton’s urban tree canopy and for the long-term protection of significant tableland trees. This detailed report is ideally based on a Vegetation Assessment Report that was prepared during the Block Plan stage in conjunction with the Environmental Impact Report (EIR). However, the City recognizes that there are areas of the City that may not be covered by a current comprehensive environmental report (i.e. MESP/EIR). As such, the individual development may require an Environmental Impact Study (EIS). Therefore, where feasible, the Tree Evaluation Report should be undertaken in conjunction with the EIS, build upon the ecological assessment of the site’s natural heritage features.</p> <p>http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Documents/Tableland_Tree_Assessment_Guidelines_20180101.pdf</p>
Vegetation Assessment Report	<p>The purpose of the Vegetation Assessment Report at the Block Plan stage is to identify significant trees that should be integrated into the design of the community. An assessment of all existing tableland trees 15 cm dbh or greater, is to be provided in a Vegetation Assessment Report, which is required in conjunction with all applications for Official Plan and Zoning Bylaw Amendments for designated Block Plan areas.</p> <p>http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Documents/Tableland_Tree_Assessment_Guidelines_20180101.pdf</p>
Woodland Management Plan	<p>A Woodland Management Plan lays out a road map that will ensure the long-term sustainability of the woodland. It describes the nature and condition of a woodland, identifies significant threats, outlines management approaches and techniques, recognizes obligations and constraints, sets out a programme of work and enables the monitoring of progress.</p> <p>https://www.brampton.ca/EN/Business/planning-development/Documents/CD/CD%20Process/CITY%20OF%20BRAMPTON-Woodland%20GL-2016.pdf</p>
Demarcation of Physical and Stable Top of Bank	<p>Areas controlled by conservation authority, and/or limits of natural heritage systems, wetlands and/or natural hazards must be displayed on Site Plan, Landscape Plans, surveys and other plans, where appropriate.</p>
Geotechnical/Soils Report	<p>A study that evaluates the physical properties of soil and rock around a site and to provide recommendations to the site and building design.</p>
Erosion and Sediment Control Plan	<p>A plan that indicates the erosion and control measures to be implemented on a construction site.</p>

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Environmental Impact Report/Study (EIR/S)	<p>The Report or Study is an objective assessment of a development proposal in or adjacent to significant natural areas or features of interest and whether the proposed development impacts the natural heritage system and to what extent. It identifies anticipated adverse impacts of a proposal the natural heritage system and its features, and recommends ways to avoid or minimize these effects, and develops a natural heritage conservation plan that will achieve the targets set for a natural heritage system and/or individual environmental resources.</p> <p>https://www.brampton.ca/EN/Business/planning-development/Documents/CD/CD%20Process/EIR-EIS%20TOR%202016.docx</p>
Master Environmental Servicing Plan (MESP)	<p>The Master Environmental Servicing Plan (MESP) is intended to set out environmental servicing requirements for future development applications, and identify necessary municipal infrastructure requirements within the study area. The MESP should help to establish the methods of municipal servicing for the study area, including but not limited to sanitary drainage, storm drainage, water supply and distribution systems, stormwater management, and transportation. The MESP also includes assessments of development impacts to the existing natural heritage features and appropriate recommended mitigation measures and enhancement or restoration opportunities.</p>
Environmental Site Assessment (ESA) Phase I	<p>A report that identifies potential site contamination through a process of collecting current visually accessible evidence on the site and the reviewing of background documents.</p>
Environmental Site Assessment (ESA) Phase II	<p>Phase II ESA is generally conducted following a Phase 1 ESA. The purpose of the Phase II ESA is to determine if contamination identified in the Phase I ESA actually exists, and to what extent.</p>
Record of Site Condition	<p>A record of site condition (RSC) sets out the environmental condition of a property at a particular point in time, based on environmental site assessments conducted by a qualified person. The RSC is filed with the Ministry of the Environment and Climate Change.</p>
Archaeological Assessment	<p>Archaeological assessment(s) are required on lands that hold archaeological potential in order to ascertain the presence or absence of archaeological resources. Please see the Ministry of Tourism, Culture and Sports website for more details:</p> <p>http://www.mtc.gov.on.ca/en/archaeology/archaeology_assessments.shtml</p>
Heritage Impact Assessment	<p>A study to determine the impacts to known and potential heritage resources within a defined area proposed for future development. https://www.brampton.ca/EN/Arts-Culture-Tourism/Cultural-Heritage/Documents1/HIA_ToR.pdf</p>

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Heritage Conservation Plan	Plan outlining the conservation and adaptive reuse of heritage resources to be retained. The scope of the Conservation Plan is outlined in Section 8 of the Heritage Impact Assessment Terms of Reference: https://www.brampton.ca/EN/Arts-Culture-Tourism/Cultural-Heritage/Documents1/HIA_ToR.pdf
Heritage Building Protection Plan	Plan required to ensure that reasonable and prudent security measures and critical stabilization/repair measures are evaluated and consistently applied to protect vacant heritage buildings. https://www.brampton.ca/EN/Arts-Culture-Tourism/Cultural-Heritage/Documents1/HBPP_Terms_of_Reference_FINAL.pdf
Transportation or Traffic Impact Studies (TIS)	A Traffic Impact Study assesses the potential impact of traffic generated by a proposed development or redevelopment and to identify the roadway improvements required to ensure that the road network will operate safely and efficiently upon completion of the development. <u>The Applicant shall provide a traffic impact study scope of work to the City for review and approval prior to commencing the study.</u> The Applicant can use the Region of Peel’s Traffic Impact Study Terms of Reference for guidance in developing the scope of work http://www.peelregion.ca/pw/transportation/business/impact-study.htm#report
Parking Study	A Parking Study determines the appropriate parking requirements of a proposed development and justifies any deviation between this proposed parking supply and the parking requirements of the applicable Zoning By-law. A Parking Study also ensures that the parking requirements are adequate for each phase of development, including the ultimate development scenario and identifies alternative strategies to satisfy the parking requirements of the development (i.e., shared parking opportunities, off-site parking, etc.). <u>The Applicant shall provide a parking study scope of work to the City for review and approval prior to commencing the study.</u>
Digital Versions of All Materials	All materials provided in support of an application MUST be provided in both paper and digital formats per the instructions outlined in the appropriate application form. The digital versions of drawings shall be in CAD format (per standards in Appendix A) and other non-drawing materials (reports, forms, studies, etc.) shall be in PDF format. Appendix A - Digital Submission Standards can be found, starting on page 20, at: http://www.brampton.ca/EN/Business/planning-development/Documents/e-Forms/DevServ/ZB_OP_Amendment_Application_Package.pdf