Development Applications
Pre-Application Consultation Information Package

This package provides information and forms for the mandatory pre-application consultation (PRE) process used for all development applications

There are several types of development review applications that manage different aspects of development in the City of Brampton. They include:

- Official Plan Amendments
  - Block Plan
  - Secondary Plan
- Zoning By-Law Amendments
- Draft Plan of Subdivision
- Various types of Draft Plan of Condominium

Through informal discussions with Planning and Development Services Division (PDSD) staff, Developers can learn which of these application types apply to their proposal.

Most of these application processes require the Developer to attend a mandatory Pre-Application Consultation meeting to identify:

- Any related required application processes;
- The materials (drawings, reports, other, etc.) needed to apply for the selected development application type; and
- Any major issues that will need to be addressed in the initial submission to receive approval through the process.

Benefits of Following PRE Application Guidance
The Applicant receives several benefits from carefully following the guidance (in the form of a Checklist and Comments) provided at the Pre-Application Consultation meeting, including:

- Fewer requests for additional materials;
- Faster processing of the development application because a review cannot proceed with missing information; and
- Minimized re-work on proposal.

Applicability of Development Application Types
Official Plan Amendment
If you want to use your property or develop it in a way that conflicts with the municipal official plan an amendment to the plan will be needed. For further information, consult the Ontario Official Plans Brochure at: http://www.mah.gov.on.ca/AssetFactory.aspx?did=11149

The information on this form is collected under the authority of Sections 1.0.1 of the Planning Act, R.S.O. 1990, c.P.13 for use in the Development Application Consultation process. Questions about the collection of personal information should be directed to the Manager, Planning – Subdivisions, City of Brampton, at 905-874-2050 or 2 Wellington Street W, Brampton, ON L6Y 4R2.
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Zoning By-Law Amendment
If you want to use or develop your property in a way that is not allowed by the Zoning By-Law, you may apply for a Zoning By-law amendment or a “rezoning”. Such amendments can only be considered by City council if the new use is allowed by the official plan. For further information, consult the Ontario Zoning Brochure at [http://www.mah.gov.on.ca/AssetFactory.aspx?id=11156](http://www.mah.gov.on.ca/AssetFactory.aspx?id=11156).

Plan of Subdivision

Plan of Condominium:
Condominiums are a form of property ownership in which title to a unit, such as an individual apartment in a high-rise building, is held by an individual together with a share of the rest of the property, which is common to all of the owners. Condominiums can involve a brand new development, or an existing rental project which is converted to condominium ownership. They can apply to any type of residential building as well as commercial and industrial areas. A condominium plan is like a plan of subdivision in that it is a way of dividing property. Similarly, plans of condominium must be approved, or in some cases granted an exemption from approval, by an approval authority.

Applying for a Mandatory PRE-Application Consultation Meeting (PRE)
Once Planning staff, in consultation with the Applicant, determines which development application type is required, the Applicant will:

1. Complete and submit a PRE application consultation request form (on pages 5 and 6)
2. Provide the required materials with the Submission Materials Chart (on page 8)
3. Pay the appropriate fee (as described on page 7).

Contact Information and Correspondence
In order to ensure efficient and uninterrupted communications during the consultation process, the Owner(s) or Applicant/Agent(s) shall notify the City of any changes to the contact information provided in the Application Form.

Correspondence and/or notices from the City will be directed to the Owner(s) in accordance with the information provided in the Application Form, as amended, or where an Applicant/Agent(s) has been appointed, the Agent(s) unless otherwise required by applicable law. For these purposes, all registered non-individual Owner(s) (i.e. partnerships, corporations) shall provide a project or development name in Section 1 of the Application Form.

Agent as Applicant and Registered Owners’ Authorization
The Development Application Consultation Form is to be completed by the registered Owner(s) of the property or an Agent appointed by the registered Owner(s) of the property as Applicant. If an Agent submits the Application Form as Applicant, the ‘Registered Owner’s Authorization’ under Section 5 must be completed and signed by the registered Owner(s) of the property.
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Materials Required for Pre-Application Consultation Meeting (PRE)
The PRE materials Submission Chart (on page 8) lists the minimum materials required to apply for a PRE application consultation meeting. The quality and quantity of information provided has a direct impact on the ability of staff to understand the proposal and to formulate appropriate and useful guidance.

Concept Drawing Requirements

- Title Block with Title, Date and Version of Drawing
- All drawings must be drawn to scale (Preferred scales of 1:200 or 1:500)
- All measurements shall be in metric units only.
- North arrow
- Key plan showing the location of the site within the City of Brampton
- Reference to the nearest intersection of public roads
- Municipal or legal address of proposed development
- Must be professionally prepared.
- Where applicable, drawings must be stamped by registered engineers and/or Ontario Land Surveyors.
- All drawings must be folded to 8½” x 11” size.

Naming Convention for Submitted Materials

All electronic files provided as part of an application shall be in a PDF format and follow this naming convention:

PROPERTY ADDRESS OR PROJECT ID_NAME OF DRAWING OR REPORT.PDF

Examples of Additional Relevant Materials

Additional studies may be required at the full development application stage. During the pre-application consultation (PRE) meeting Planning staff will advise if any of the following or other materials are required as part of a formal development application:

- Acoustical Report (or Noise Impact Study)
- Arborist Report (Tree Survey/Preservation Plan)
- Archaeological Assessment and/or Study
- Concept Site Plan and/or Tertiary Plan
- Environmental Impact Study/Report
- Environmental Implementation Report
- Erosion and Sediment Control Plan
- Facility Fit Plan
- Financial Impact Study
- Functional Servicing Report
- Geotechnical Report
- Heritage Impact Assessment
- Heritage Conservation Plan
- Heritage Building Protection Plan
- Hydrogeological Report
- Landscape Works Cost Estimate
- Lighting/Photometric Plan, Light Spread Pattern
- Market Impact/Planned Function Study
- Master Environmental Servicing Plan
- Park Concept Plan
- Planning Justification Report
- Sediment/Erosion Control Plan
- Site Servicing, Grading and Drainage Plan
- Site Remedial Studies which may include:
  - Phase I Environmental Site Assessment ESA
  - Phase II ESA
  - Record of Site Condition
  - Remedial Work Plan
  - Site Clean-up Report
- Sun/Shadow Study or Diagram
- Storm water Management Brief and/or Report
- Sustainability Score and Summary
- Top of Bank Demarcation
- Traffic Impact Study
- Truck Swept Path Plan
- Urban/Civic Design Brief
- Vegetation Study
- Vibration Analysis

If any of these items are available at the time of the PRE it is at the discretion of the Applicant to supply them or not.
Applicable Fees
The fees are non-refundable and will be accepted only after the PDSD determines that a consultation application contains the information and materials required for the review. Fees may be paid by way of cash, debit, credit card or cheque.

Additional External Authorities/Entities Review Processes
The Applicant is advised that a development proposal may be subject to review and comment by other agencies in accordance with their respective approval processes. The Applicant may be required to submit separate additional applications and fees to the respective authorities. Applicants are encouraged to contact the authorities impacted by a development proposal to determine if additional requirements apply. Depending on the specific proposal these authorities may include:

- Adjacent Municipalities
  - Cities: Vaughan, Toronto, Mississauga, Halton Hills, Caledon
  - Regions: Halton, York, Toronto
  - Region of Peel 905-791-7800 ext. 4347
- Conservation Authorities
  - Credit Valley 905-670-1615
  - Toronto and Region 416-661-6600
- Ontario Ministries
  - Environment 416-325-4000
  - Infrastructure 877-863-9672
  - Natural Resources 905-713-7400
  - Transportation 905-704-2989
- Railways
  - CN Rail 905-760-5007
  - Orangeville and Brampton 416-807-0948
- Airports
  - GTAA 416-247-7678
  - NavCanada landuse@navcanada.ca
- Various Utilities
  - Alectra Utilities 905-840-6300
  - Telephone and cable companies, gas distribution and transmission companies, etc.

City of Brampton Additional Information

<table>
<thead>
<tr>
<th>Accessibility Standards</th>
<th><a href="mailto:accessibility@brampton.ca">accessibility@brampton.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brampton Transit</td>
<td>905-874-2750</td>
</tr>
<tr>
<td>Development Charges</td>
<td><a href="mailto:admin.development@brampton.ca">admin.development@brampton.ca</a></td>
</tr>
<tr>
<td>Heritage Planning</td>
<td><a href="mailto:heritage@brampton.ca">heritage@brampton.ca</a></td>
</tr>
<tr>
<td>Parkland Dedication (Cash-in-Lieu)</td>
<td><a href="mailto:managerrealtyservices@brampton.ca">managerrealtyservices@brampton.ca</a></td>
</tr>
<tr>
<td>Public Works – Road Occupancy Permits</td>
<td>905-874-2500</td>
</tr>
<tr>
<td>Urban Forestry – Tree Cutting</td>
<td>905-874-2906</td>
</tr>
</tbody>
</table>

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# Development Applications
## Pre-Application Consultation Information Package

City File #: __________________

<table>
<thead>
<tr>
<th>Pre-Application Consultation Request for which anticipated Development Application type:</th>
<th>Official Plan Amendment</th>
<th>Block Plan</th>
<th>Draft Plan of Common Element Condominium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ___________________________</td>
<td>Zoning By-Law Amendment</td>
<td>Secondary Plan</td>
<td>Draft Plan of Standard Condominium</td>
</tr>
<tr>
<td>Draft Plan of Subdivision</td>
<td>Draft Plan of Vacant Land Condominium</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **APPLICANT AND OWNER INFORMATION:**

   Is Applicant the Owner?  **YES □** **NO □**

   **Applicant Name:** __________________________
   **Title:** __________________________

   **Address:** __________________________
   **Company:** __________________________

   **City/Province:** __________________________
   **Telephone:** __________________________

   **Postal Code:** __________________________
   **Email:** __________________________

   **Owner Name(s):** __________________________
   *(If different from Applicant information above.)*

   **If Owner is a company, provide name of Authorized Signing Officer:**

   **Address:** __________________________
   **Telephone:** __________________________

   **City/Province:** __________________________
   **Postal Code:** __________________________
   **Email:** __________________________

   **Note:** All correspondence regarding this application will be directed to the Applicant unless requested otherwise.

2. **SITE INFORMATION:**

   **Municipal Address:** ____________________________________________
   **Ward #:** ________

   **Legal Description:** ____________________________________________

   **Assessment Roll Number:** ____________________________________________

   **Area (ha):** ____________  **Width (m):** ____________  **Frontage (m):** ____________  **Depth (m):** ____________

3. **PROPOSAL INFORMATION** *(Provide sufficient detail to describe the scale and scope of the proposal.)*:

   **Proposal/Project Name (if applicable):** __________________________

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

   *(Provide additional pages, if necessary, to fully explain the proposal.)*
Development Applications
Pre-Application Consultation Information Package

4. PLANNING INFORMATION

Existing Official Plan Designation: ______________________________ Proposed Designation? ______________________________

Existing Secondary Plan Designation: ______________________________ Proposed Designation? ______________________________

Existing Zoning: ____________________________________________ Proposed Zoning? __________________________________

Provide the names of other Agencies that have already been contacted or indicate NOT Contacted:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Not Contacted</th>
<th>Names of Agencies Already Contacted</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Governments</td>
<td>☐</td>
<td></td>
<td>Region of Peel, adjacent municipalities, provincial ministries, etc.</td>
</tr>
<tr>
<td>Conservation Authorities</td>
<td>☐</td>
<td></td>
<td>Toronto and Region or Credit Valley</td>
</tr>
<tr>
<td>School Boards</td>
<td>☐</td>
<td></td>
<td>Peel District or Catholic School Boards</td>
</tr>
<tr>
<td>Railways or Airport</td>
<td>☐</td>
<td></td>
<td>CN Rail or Orangeville and Brampton, GTAA, etc.</td>
</tr>
<tr>
<td>Utilities</td>
<td>☐</td>
<td></td>
<td>Alectra, phone or cable companies, etc.</td>
</tr>
</tbody>
</table>

List any known easements, rights-of-way or restrictive covenants affecting the site? Or indicate Not Applicable: __________

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>In favour of: (entity name)</th>
<th>Shown on Concept Plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach additional pages, if required.)

5. REGISTERED OWNER’S AUTHORIZATION - To be completed by the registered owner(s)

I (we), _____________________________ am (are) the registered owner(s) of the subject site.

type or print name(s) of owner(s)

I (we) authorize ___________________________ to prepare, submit and speak to this request for a Pre-

(type or print name of applicant)

Application Consultation, on my (our) behalf.

Owner Signature(s): ___________________________ Dated: ___________________________

_______________________________________ Dated: ___________________________

6. ACKNOWLEDGEMENTS AND DECLARATION

I (we) confirm that the drawings and materials submitted in support of this application are complete and have been submitted in accordance with the requirements as stated in the Development Application Consultation instructions. I (we) understand that this application may not be accepted as ‘complete’ until such time as the Planning and Development Services Department is satisfied with the content and form of the drawings and materials submitted in support of this application.

I (we) agree and acknowledge that this application and any supporting material, including any studies and drawings, filed in support of this application, is public information, and forms part of the public record. I (we) hereby consent to the COB making copies of and releasing this application and any supporting information for COB’s use in the processing of this application or at the request of a third party, without further notice to or permission from the applicant.

I (we) hereby state that I (we) have the authority to bind my (our) consultants to the terms of this acknowledgement and declaration.

I (we) hereby declare that the statements made by me (us) in this application, are to the best of my (our) belief and knowledge, a true and complete representation of the purpose and intent of this application.

Applicant or Owner Signature(s): ___________________________ Dated: ___________________________

_______________________________________ Dated: ___________________________

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FEE CALCULATION SHEET

Proposal Address or Name: ________________________________

Applicant Name: ________________________________

Owner Name: ________________________________

1. Pre-Application Consultation Fee = $ 363
2. Official Plan Amendment Fee = $ 6,402
3. Community Block Plan Fee = $ 6,402
4. Zoning Bylaw Amendment = $ 9,641
5. Plan of Subdivision Fee = $ 6,728
6. Plan of Condominium Fee = $ 4,765

1. BASE FEE

1.1 Residential - Apartments First 25 units _______ units x x $330 = ____________
Next 26 – 100 units _______ units x x $264 = ____________
Next 101-200 units _______ units x x $201 = ____________
Remaining 201 units and more _______ units x x $166 = ____________
All other residential, including Condominium _______ units x x $678 = ____________
(Note: Maximum fee for applications involving Subdivision is = $359,220)

2.2 Draft Plan Approval (Condominium and Subdivision)

2.2.1 Revision of Draft Plan after Draft Approval Note 1 $2,691 = ____________
2.2.2 Revisions to Conditions of Draft Plan Approval Note 1 $2,691 = ____________
2.2.3 Extension of Draft Plan Approval $2,691 = ____________
2.2.4 Registration of each phase of a plan (cost per phase beyond first phase) $2,691 = ____________
Plus, per unit fees in 2.1 for any additional units due to revisions = ____________

2.3 Proposal Sign Note 2 $ 658 = ____________

2.4 Ontario Municipal Board Mailing Labels _______ labels X $1.34 each = ____________

2.5 Community Block Plan or Amendment _______ gross hectares X $575 = ____________

TOTAL FEES PAYABLE TO THE CITY OF BRAMPTON Notes 3 and 4 ____________

Notes:
1. When requested by Applicant/Owner
2. Sign fee is not required for Pre-Application consultations and condominium applications.
3. Region of Peel fees are required for Official Plan, Subdivision and Condominium applications.
4. These fees are HST exempt.

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## Development Applications
### Pre-Application Consultation Information Package

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Proposal Address:</th>
</tr>
</thead>
</table>

### SUBMISSION MATERIALS CHART

<table>
<thead>
<tr>
<th>REQUIRED MATERIALS</th>
<th>Required Copies</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cover Letter</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>- Provide a brief description of the type of application, including a detailed summary of the proposal, and any other relevant information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Completed Submission Materials Chart (Use this page)</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>- Indicate what materials have been submitted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Completed Request Form (Found on pages 5 and 6.)</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>- Complete all sections as applicable. The Registered Owner’s Authorization must be completed if the Applicant is not the Owner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Concept Plan (Per the drawing requirements on page 3.)</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>- All drawings must be folded to 8½” x 11” size.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Digital Copy of All Materials (Use file naming convention on page 3.)</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>- Provide CAD format versions of plans or maps as well as PDF copies of all submitted materials on a USB or CD.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fee</strong></td>
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</tr>
<tr>
<td>- City of Brampton Pre-Application Consultation Fee</td>
<td>$363</td>
<td></td>
</tr>
</tbody>
</table>

### OPTIONAL MATERIALS

Supplementary materials that the Applicant may wish to submit to enhance the proposal description. See examples on page 3.

| List any provided additional support materials below: | 1 each | |
|-----------------------------------------------------|---------| |

### Anticipated Consultation Meeting Date:

(To be completed by Planning staff when application is accepted.)

Upon receipt of your complete application, the assigned Development Planner will contact you directly to confirm your actual meeting date. Please note that until the Development Planner confirms your meeting date, the above date is tentative.