

Development Applications Pre-Application Consultation Information Package

Applicant Name:	Proposal Address:
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SUBMISSION MATERIALS CHART	Required Copies	Included <input checked="" type="checkbox"/>
<u>REQUIRED MATERIALS</u>	<i>Materials that must be included for a pre-application consultation to be deemed complete by Staff and circulated for review.</i>	
Cover Letter <ul style="list-style-type: none"> Provide a brief description of the type of application, including a detailed summary of the proposal, and any other relevant information. 	1	
Completed Submission Materials Chart <i>(Use this page)</i> <ul style="list-style-type: none"> Indicate what materials have been submitted. 	1	
Completed Request Form <i>(Found on pages 5 and 6.)</i> <ul style="list-style-type: none"> Complete all sections as applicable. The Registered Owner's Authorization must be completed if the Applicant is not the Owner. 	1	
Concept Plan <i>(Per the drawing requirements on page 3.)</i> <ul style="list-style-type: none"> All drawings must be folded to 8½" x 11" size. 	1	
Digital Copy of All Materials <i>(Use file naming convention on page 3.)</i> <ul style="list-style-type: none"> Provide CAD format versions of plans or maps as well as PDF copies of all submitted materials on a USB or CD. 	1	
Fee <ul style="list-style-type: none"> City of Brampton Pre-Application Consultation Fee 	\$463	
<u>OPTIONAL MATERIALS</u>	<i>Supplementary materials that the Applicant may wish to submit to enhance the proposal description. See examples on page 3.</i>	
<ul style="list-style-type: none"> List any provided additional support materials below: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	1 each	

Anticipated Consultation Meeting Date: _____ <i>(To be completed by Planning staff when application is accepted.)</i>

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.