



GUIDE TO PRE-CONSULTATION APPLICATIONS

for applications under Sections 22, 34, 50 or 51 of the
Planning Act R.S.O. 1990

The City of Brampton
Development Services Division
Planning & Development Services Department
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A. PRE-CONSULTATION REQUIRED IN ADVANCE OF APPLICATIONS FOR APPLICATIONS TO AMEND THE OFFICIAL PLAN AND ZONING BY-LAW, AND PLANS OF SUBDIVISION OR CONDOMINIUM

1. In accordance with OP93-293 and OP2006-011, the Planning and Development Services Department requires applicants to pre-consult with staff prior to the submission of an application for an amendment to the Official Plan or Zoning By-law, and Plan of Subdivision or Condominium.
2. **The application is to be completed in full and submitted as follows; with following:**
 - **The application fee (see Schedule A) in accordance with the applicable provisions of the *Planning Act*.**
 - **One original plus 7 copies of the application form**
 - **8 copies of plans & drawings**
 - **Digital submission of application form, plans and drawings.**

This application will help in ensuring identification of all issues and in particular requirements for supporting documentation reports in advance of a full application submission.

Note: Sign Fee not required for Pre-consultation Applications and Condominium Applications

B. USING THE APPLICATION FORM

1. The application form **must be fully completed including the applicants' affidavit and registered owners certificate** and returned to the City of Brampton.
2. The application should be completed by the applicant or his authorized agent. The written authorization of the **registered owner and affidavit of the applicant** must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application.
3. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety, convenience and welfare of the present and future residents. Any pertinent information should be reflected in the application form.
4. As noted on the application form, certain infrastructure projects to service developments are subject to the provisions of the Environmental Assessment Act. The applicant is advised to consult with their engineering consultant to provide determination in this matter.

C. FOLLOWING THE SUBMISSION OF THE APPLICATION

1. Staff will review the material and determine whether a meeting with the applicant is necessary to accommodate staff comments on the proposal.
2. Staff may take the proposal to a Development Review Team for input. For applications associated with an amendment to the Official Plan or Zoning By-law, or a Plan of Subdivision or Condominium, the Team meets every two weeks, and is comprised of City staff plus representatives from the area conservation authorities, the school boards and the Region of Peel.
3. If a meeting with the applicant is determined necessary, staff will inform the applicant and arrange a meeting to provide comments on the proposal. With respect to applications for an amendment to the Official Plan, or Zoning By-law, and Plans of Subdivision or Condominium, after the meeting, staff will provide a pre-consultation response letter to the applicant advising what material is required for a complete application.
4. If no meeting is required, staff will send the pre-consultation response letter back to the applicant advising what material is required for a complete application.
5. If staff is of the opinion that a meeting is not required and the applicant wants to meet with staff, this can be arranged.



APPLICATION FOR PRE-CONSULTATION (DEVELOPMENT APPLICATIONS)

(Rev. January 23, 2018)

This application for consideration as per sections 22, 34 or 50 & 51 of the *Planning Act* must be fully completed to the satisfaction of the City of Brampton, before the formal processing of the application will begin. A complete application includes both prescribed and required information and material.

OFFICE USE ONLY	City File Number Assigned _____
	Date Application Received _____
	GEOID # _____ By _____ Date _____

1. Site and Legal Description

Street and Number: _____

Assessment Roll Number: _____ Ward: _____

Lot: _____ Block: _____ Concession: _____

Registered Plan: _____ Reference Plan: _____

1.1 Particulars of the site in metric units

Frontage: _____ Depth: _____ Area: _____

2. Applicant Information

Information	Name & Address	Phone / Fax / e-mail
Agent	Name: Address: City/Province: Postal Code:	P: F: E:
Applicant	Name: Address: City/Province: Postal Code:	P: F: E:
Registered Owner	Name: Address: City/Province: Postal Code:	P: F: E:

All Correspondence, notices etc. initiated by the City in respect of this application will, unless otherwise requested by law, be directed to the applicant's agent noted above except where no agent is employed, then it will be directed to the applicant. Where the registered owner is a numbered company, please indicate a project or development name.

ASSOCIATED APPLICATION TYPE (select the applicable Development Application type)

Official Plan Amendment

Zoning By-Law Amendment or Holding Provision Removal

Plan of Subdivision

Plan of Condominium

(i) Standard

(ii) Common Element

(iii) Vacant Land

1. Brief description of proposed development:

2. Has an application been submitted to the Region of Peel to amend their Official Plan or will it be submitted? YES _____ NO _____

3. a) Existing City of Brampton Official Plan designation: _____

Conformity with City Official Plan designation?

YES _____ NO _____ MORE INFORMATION NEEDED _____

b) Existing Zoning: _____

Conformity with existing zoning: YES _____ NO _____

If NO what is the proposed zoning? _____

4. Development application fees will be required at time of application submission in accordance with the City's Fee Schedule By-law.

Separate cheques are payable to the City, Region, and the Credit Valley Conservation or Toronto and Region Conservation for their application review fees.

5. Informal "Open House" meeting

Applications could benefit from having an informal open house. Please inform if it is your interest to hold an informal public meeting, or if one may have already been held.

Date to be held _____

Date held _____

6. To facilitate approvals associated with a full development application, a variety of studies may need to be submitted which may include any of the following. Planning staff will advise which of the following studies will apply.

Concept site plans, mapping, drawings, reports and technical studies	
6.1	Sustainability, Summary and Score
6.2	Environmental Implementation Report or Master Environmental Servicing Plan
6.3	Functional Servicing Report
6.4	Noise/Vibration Study
6.5	Traffic Impact Study
6.6	Urban/Civic Design Brief
6.7	Archaeological Study
6.8	Grading and Drainage Plan
6.9	Sediment/Erosion Control Plan
6.10	Concept Site Plan
6.11	Planning Justification Report
6.12	Tree Inventory and Preservation Study
6.13	Hydrogeological Report
6.14	Market Impact/Planned Function Study
6.15	Financial Impact Study
6.16	Top of Bank Demarcation
6.17	Shadow Study
6.18	Facility Fit Plan
6.19	Phase 1 Environmental Site Assessment
6.20	Phase 2 Environmental Site Assessment - Record of Condition
6.21	Heritage Impact Assessment
6.22	Environmental Impact Report/Environmental Impact Study
6.23	Other

7. REGISTERED OWNER'S AUTHORIZATION

The owner must complete the following:

I, _____ being the registered
(type or print name)

owner of the subject lands hereby authorize _____
(type or print name of applicant)

to prepare and submit an application for Pre-consultation.

Dated

Signature

NOTES:

- 1. The purpose of this form is to identify the information required to commence processing of this development application, as well as any information required during the processing of the application. Pre-consultation does not imply or suggest any decision whatsoever on behalf of City staff or the Corporation of the City of Brampton to either support or refuse the application.**
- 2. Acknowledgement of Public Information:
The applicant acknowledges that the City considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. With the filing of an application, and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.**
- 3. It may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the application. The applicant will be required to provide this at their expense.**
- 4. The Planning Act timelines associated with a formal full application will not begin if that application is submitted without the information identified in a pre-consultation response letter, or a pre-consultation meeting, and all of the required fees.**



APPLICATION FEE CALCULATION

Note: This form to be filled out by applicant in conjunction with Schedule A, City of Brampton Application Fee Schedule

Applicant Name: _____

Location: Lot _____ **Plan:** _____ **Concession:** _____

1.0 Application Fees: (this is an abridged listing of the Council Approved Development Application Fees By-law 85-96, as amended)

1.1 Zoning By-law Amendment Only plus applicable fee in section 2.1	\$9,452
1.2 Official Plan Amendment Only	\$6,276
1.3 Plan of Subdivision Only plus applicable fee in section 2.1	\$6,596
1.4 Plan of Condominium plus applicable fee in section 2.1	\$4,672
1.5 Community Block Plan or Community Block Plan Approval plus applicable fee in 2.5	\$6,276
1.6 Pre-Consultation Fee	\$356

2.1 For development applications identified in sections 1.1; 1.3; 1.4

2.1.1 Residential Component:

Number of Units

Apartments: first 25 Units	_____ x \$324/unit	\$ _____
next 26 to 100 Units	_____ x \$259/unit	\$ _____
next 101 to 200 Units	_____ x \$197/unit	\$ _____
remaining units	_____ x \$163/unit	\$ _____
All other residential:	_____ x \$665/unit	\$ _____

* Maximum fee for applications involving subdivision - \$352,176

PLEASE NOTE: ALL PART LOTS FRONTING ONTO A STREET IN A PROPOSED SUBDIVISION ARE SUBJECT TO FULL DWELLING UNIT FEES

2.1.2 Commercial _____ x \$6,667/net hectare \$ _____

2.1.3 Industrial _____ x \$6, 667/net hectare \$ _____

2.1.4 Institutional _____ x \$6, 667/net hectare \$ _____

2.2 Draft Plan Approval (Condominium & Subdivision)

2.2.1 Revision of Draft Plan after Draft Approval (requested by Applicant/Owner)	\$ 2,638	\$ _____
2.2.2 Revisions to Conditions of Draft Plan Approval (requested by Applicant/Owner)	\$ 2,638	\$ _____
2.2.3 Extension of Draft Plan Approval	\$ 2,638	\$ _____
2.2.4 Registration of each phase of a plan (cost per phase beyond first phase)	\$ 2,638	\$ _____

Plus the per unit fee in 2.1 for any additional units due to revisions.

2.3 Proposal Sign	(Note: Sign Fee not required for Pre-consultation Applications and Condominium Applications)	\$ 645
2.4 Ontario Municipal Board Mailing Labels	_____ x \$1.31 each label	\$ _____
2.5 Community Block Plan or Community Block Plan Amendment	_____ x \$564/gross hectare	\$ _____
TOTAL FEES PAYABLE TO THE CITY OF BRAMPTON		\$ _____

PLEASE NOTE: REGION OF PEEL FEES ARE REQUIRED FOR OFFICIAL PLAN, SUBDIVISION & CONDO

DEVELOPMENT APPLICATION FEES - SCHEDULE A (Last Updated January 23rd 2017)

To avoid delays, it is recommended that you contact the Planning & Development Services Department to verify fees before formally submitting an application. Please call 905-874-2050.

Fees will be effective as of January 15, 2018.

TYPE OF APPLICATION	PRESCRIBED FEE
Pre-Consultation Application (Development and Site Plan)	\$356 per application
Community Block Plan or Community Block Plan Amendment	\$6276 plus \$564 per gross hectare
Official Plan Amendment	\$6276
Zoning By-law Amendment	\$9452 plus the applicable fees as set out below in 1.0
Plan of Subdivision	\$6596 plus the applicable fees as set out below in 1.0 and 2.0
Plan of Condominium	\$4672 plus the applicable fees as set out below in 1.0 and 2.0
Development Permit System	\$1952 plus the applicable fees as set out below in 4.0, 4.1, 4.2, 4.3, 4.4, 4.5
Removal of (H) Holding Symbol	\$9452
Site Plan	\$3902 plus the applicable fees as set out below in 3.0
Site Plan Approval for single detached dwellings and building additions thereto in Older, Mature neighbourhoods as required in the City's Site Plan Control By-law 96-86, as amended.	\$649
Removal of Part Lot Control	<p>\$1311 per application, per registered plan of subdivision, for the creation of lots or blocks, plus \$104 for each lot or block being created;</p> <p>\$1311 per application, per registered plan of subdivision, for the creation of maintenance easements; and,</p> <p>\$724 per application, per registered plan of subdivision, for other minor applications, such as those involving a single lot under single ownership.</p> <p>\$104 per application for existing land leases involving a single dwelling unit, and requiring an application for exemption from part lot control for the individual leasing the land to purchase the land (By-law 310-2006)</p>

<p>Committee of Adjustment</p> <p>(See Note 3 Below)</p>	<p>\$595 for Residential and Institutional minor variance applications (residential means for one lot only containing a single detached dwelling unit, a semi-detached dwelling unit or a townhouse dwelling unit and does not include multiple lots and their units)</p> <p>\$2413 for all other minor variance applications</p> <p>\$218 + \$4.33 per notice as determined by the Secretary Treasurer for applications re-circulated pursuant to a request by the applicant to defer an application.</p> <p>\$3732 for consent applications</p> <p>\$1756 for consent certificate</p>
<p>1.0</p> <p>For Zoning By-law Amendments, Plans of Subdivision and Plans of Condominium</p>	<p><u>Residential:</u></p> <p>Apartments:</p> <p>For the first 25 units - \$324 per unit 26 to 100 units - \$259 per unit 101 to 200 units - \$197 per unit 201 units and above - \$163 per unit</p> <p>For all other residential:</p> <p>\$665 per dwelling unit (all part lots fronting onto a street in a proposed subdivision are subject to full dwelling unit fees)</p> <p><u>Non-Residential</u></p> <p>\$6667 per net hectare</p> <p><u>Maximum Fee:</u> \$352,176</p> <p>Note: all lands associated with a specific application shall be contiguous.</p> <p>Note: Fees noted in 1.0 are only to be applied once to a development project through a Zoning By-law Amendment, Plan of Subdivision, or Plan of Condominium application (Site Plans excluded).</p>
<p>2.0</p> <p>Draft Plan Approval (Condominiums and Subdivisions)</p>	<p>Revision of Draft Plan after Draft Approval (when requested by applicant/owner) - \$2638</p> <p>Revisions to Conditions of Draft Plan Approval (when requested by applicant/owner) - \$2638</p> <p>Extension of Draft Plan Approval - \$2638</p> <p>Registration of Each Phase of a Plan (cost per phase beyond first phase) – \$2638</p>

<p>3.0</p> <p>For Site Plan Applications</p>	<p><u>Residential</u></p> <p>Apartments:</p> <p>For the first 25 units - \$324 per unit 26 to 100 units - \$259 per unit 101 to 200 units - \$197 per unit 201 units and above - \$163 per unit</p> <p>For all other residential:</p> <p>\$665 per dwelling unit</p> <p>Maximum fee: \$83,548</p> <p><u>Non-Residential:</u></p> <p>\$1.57 per square metre of gross site area for new development;</p> <p>\$3.92 per square metres of gross floor area addition, alteration or conversion</p>
<p>Proposal Signs</p>	<p>A deposit of \$645 shall be made for the removal of the proposal signs. This deposit will be refunded upon the applicant providing confirmation that the sign is removed after an application has been approved or refused by City Council or when the applicant has withdrawn the application.</p> <p>Note: Applicants are responsible for contacting City staff to initiate the return of deposits. After a period of two years from the date the deposit is no longer required, as determined by City staff, if the applicant has not satisfied City staff that the sign is removed, the deposit will be assumed by the City and will no longer be reimbursed.</p>
<p>Temp Sales Trailers</p>	<p>\$295</p>
<p>Subdivision Release and Assumption</p>	<p>\$295</p>
<p>Ontario Municipal Board Mailing Labels</p>	<p>If mailing labels are required to be provided for the applicant by the City for the purposes of Ontario Municipal Board Appeals, a fee of \$1.31 shall be charged per label</p>
<p>4.0</p> <p>Development Permit System</p> <p>For each development type as set out below the applicable fee is indicated:</p>	<p>Applications to amend the DPS involving an amendment to the Zoning By-law and/or the Official Plan will be subject to the prescribed base fee for that application type.</p>
<p>a) Construct, erect or place one or more buildings or structures on a lot</p>	<p>Base DPS Fee, plus Fee for Residential Units and/or Commercial GFA</p>

b) Increase the size of an existing building or structure:	
i) Less Than 300m ²	Base DPS Fee
ii) Greater Than or Equal to 300m ²	Base DPS Fee, plus Fee for Residential Units and/or Commercial GFA
c) Establish additional parking spaces	Base DPS Fee
d) Establish driveways or modify driveways for motor vehicle access	Base DPS Fee
e) Alter the grade of the land and/or place or dump fill on the land	Base DPS Fee
f) Remove one or more trees that have a caliper of 0.15 metres at a height of 1.37 metres from the base of the tree	Base DPS Fee
g) Change the building materials used on any wall facing a street	No Fee
h) Modify the architectural style of an existing building	No Fee
i) Install a deck, porch or patio between a main wall and the street	No Fee
j) Change the use of the land to a restaurant, religious institution or other institutional use, day nursery, private recreational use such as a banquet hall, private club and children's or senior's activity centre	No Base DPS Fee, Change of Use Fee Only (see Section 4.2)
k) Change the use of the land from office to retail	No Base DPS Fee, Change of Use Fee Only (see Section 4.2)
l) Change the use of all or part of a non-residential building to residential	No Base DPS Fee, Change of Use Fee Only (see Section 4.2)
m) Change the use of all or part of a residential use to a non-residential	No Base DPS Fee, Change of Use Fee Only (see Section 4.2)

<p>4.1 Additional Fee for Residential Units and Commercial GFA</p>	<p><u>Residential</u></p> <p>Apartments:</p> <p>First 25 units \$324 per unit 26-100 units \$259 per unit 101-200 units \$197 per unit 201 units and above \$163 per unit</p> <p>For All other Residential:</p> <p>\$665 per dwelling unit</p> <p>Maximum Fee: \$83,548</p> <p><u>Non-Residential</u></p> <p>\$1.57 per square metres of site area if it is new development;</p> <p>\$3.92 per square metres of gross floor area if it is an addition, alteration or conversion.</p>
<p>4.2 Change Of Use Fee</p>	<p>\$626</p>
<p>4.3 Development Permit Amendment Fee (includes amendments to Pre-existing Site Plan Agreements)</p>	<p>\$626</p>
<p>4.4 Variance Only</p>	<p>\$626 for residential properties*, Base DPS Fee for all other properties</p> <p>* Residential means one lot only containing a single detached, semi-detached or townhouse dwelling unit</p>
<p>4.5 Transition Provisions Permit</p>	<p>No Fee</p>

NOTES:

1. DEVELOPMENT APPLICATIONS

- A. Any application submitted prior to July 12, 2005 and any application re-submitted after July 12, 2005, shall be subject to the following actions:
 - i) Council may refuse to accept or further consider the application until it has received the prescribed information and material required under subsections 22(4), 34(10.1), 41(4), 41(7), and 51(17) of the Planning Act;
 - ii) No further processing of the application will take place until the applicant has paid the fees prescribed by this by-law to the satisfaction of the Commissioner of Planning and Development Services.
- B. Decisions of Council for the approval of rezoning applications will be considered null and void and a new development application will be required, unless a zoning by-law is passed:

- i) Within 18 months of the Council decision, for applications not subject to a concurrent draft plan of subdivision application; and,
 - ii) Within 36 months of the Council decision for applications with a concurrent draft plan of subdivision application
- C. Any resubmission by a person other than the original applicant shall be deemed a new application.
- D. In the case when draft approval lapses, new fees will be required as if a new application has been submitted.

2. SITE PLAN CONTROL

A minor revision to an approved site plan shall be subject to only a processing fee of **\$ 617**

3. REFUNDS

Committee of Adjustment Applications:

\$ 468 refund if withdrawn prior to internal circulation - [By-law 231-2007](#)

\$ 352 refund if withdrawn prior to circulation of public notice of a hearing - [By-law 231-2007](#)

No refund if withdrawn once the circulation of the public notice of a hearing has occurred - [By-law 231-2007](#)

Development Applications:

- A. In no circumstances will an applicant be refunded any fees which result in a lower yield of dwelling units or a smaller site for commercial, industrial or institutional uses.
- B. Except as otherwise provided, the Commissioner of Planning and Development Services may, upon written request, authorize a refund of no greater than 50 percent of an application fee if the application is withdrawn prior to the Public Meeting required by the *Planning Act* for the particular application.

4. ANNUAL INDEXING

The fees in Schedule A shall be adjusted annually, effective January 1, in accordance with the rate of increase of the Consumer Price Index-Toronto from the previous year published by Statistics Canada. In the event that a fee is not adjusted by the Consumer Price Index in any year, the cumulative adjustment for the past years may be made in future years.