

Site Plan Review Information and Application Form

The information below provides an overview of the Site Plan Review process including the different streams of review available and important details regarding the completion of the Site Plan Review Application Form found on pages 9 to 11. Please consult the Site Plan Review Process User Guide (the “Site Plan Guide”) for a detailed discussion of the Site Plan Review process.

A. Site Plan Review

Under Section 41 of the *Planning Act*, R.S.O. 1990, c. P.13, municipalities are permitted to propose areas in their Official Plans to be designated as Site Plan Control areas by municipal by-law. The City of Brampton (City or COB) is subject to Site Plan Control under By-law 96-86, as amended.

Development within Site Plan Control areas, such as new construction, additions, renovations and other changes to a property must undergo a Site Plan Review process prior to Building Permit application. The Site Plan Review process evaluates the design and technical aspects of a proposed development for compliance with all municipal requirements, standards and objectives such as zoning, urban design objectives, site access and servicing standards, environmental conservation, and transportation and transit planning standards. Certain types of development may be excluded from the Site Plan Review process notwithstanding that the proposed development will occur within an area of Site Plan Control.

Development subject to Site Plan Approval may only occur in accordance with the plans and drawings approved by the City. An application for a building permit **cannot** be made until **one** of the following occurs:

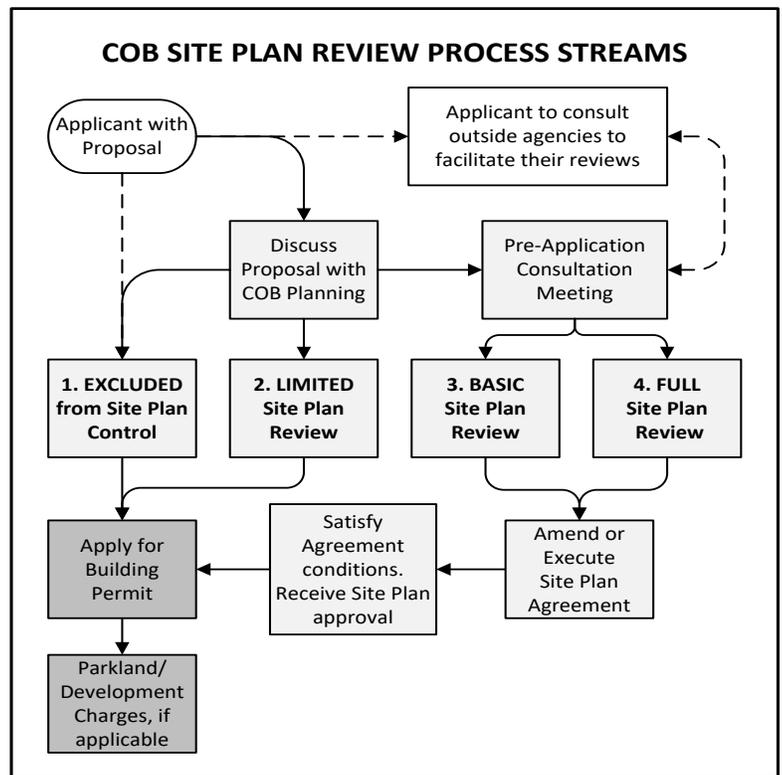
1. A determination of Exclusion from Site Plan Control is made; or
2. A Site Plan Approval (under the Limited, Basic or Full Site Plan Review process) is issued by the City.

B. Four Site Plan Review Streams

There are four Site Plan Review streams which provide different levels of review that are appropriate for the scale, scope and complexity of a proposed development.

The Site Plan Review process starts with a discussion between the Applicant and a member of the Planning and Development Services Department (PDSD) regarding the proposed development. The Applicant will receive general feedback about the feasibility of a development proposal and information relating to the applicable regulatory requirements and steps involved in the Site Plan Review process.

The Applicant will also be told which Site Plan Review stream applies to the proposed development and the steps required for the completion of that review stream. These review streams are: **EXCLUDED**, **LIMITED**, **BASIC**, and **FULL**.



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C. Applicability of Each Site Plan Review Stream

1. **Excluded from Site Plan Control:** Applies to activities that are either (i) pre-determined to be excluded from Site Plan Control; or (ii) are managed by other review and control regulations and processes. For additional information please see the current Excluded from Site Plan Control List at www.brampton.ca/siteplanexclusionlist and *Section B.2* in the Site Plan User Guide.
2. **Limited Site Plan Review:** Applies to single, small and simple development proposals requiring minimal technical review. Proposals containing multiple simple activities would be handled by the Basic review stream. For additional information please refer to *Sections B.3 and C.1* in the Site Plan User Guide.
3. **Basic Site Plan Review:** Applies to development requiring a scoped technical review such as infill mature neighbourhood projects or revisions to existing Site Plan Approvals. For additional information please refer to *Sections B.4, C.3 and C.4* in the Site Plan User Guide. For single dwelling residential proposals, exceeding 50 square metres or involving a detached garage, located in the Mature Neighbourhood Areas, please refer to Appendix D in the Site Plan User Guide.
4. **Full Site Plan Review** – Applies to new or complex development proposals and all other activities not covered by the other review streams. For additional information please refer to *Sections B.4, C.3 and C.5* in the Site Plan User Guide.

Once Planning staff, in consultation with the Applicant, determine which review stream applies, the Applicant will be asked to complete and submit the Site Plan Review Application Form (located on pages 9 to 11 of this document), supply the required drawings and materials, and follow the steps associated with the selected review stream. For complete information on the process and submission requirements please refer to the Site Plan User Guide.

D. Mandatory Consultation Meeting for Basic and Full Site Plan Review Streams

The Basic and Full site plan review streams require the Applicant to participate in a Pre-Application Consultation Meeting (PAC Meeting) with an assigned Planner before submitting an application for Site Plan Review.

At the PAC Meeting, the Applicant's development proposal will undergo a preliminary technical review and the Applicant will be given guidance on what additional materials will need to be submitted in connection with the applicable review stream. The Applicant will be provided with a Site Plan Application Submission Requirements Checklist (Checklist) and, if necessary, additional comments from the Planner will be sent to the Applicant by e-mail within two (2) business days after the PAC Meeting.

The Checklist and comments provided will be used by the Applicant to assemble an initial submission package for Site Plan Review. The Checklist will also be used by the City to confirm that all required items are included in the submission before the Applicant's package is accepted. For additional information please refer to *Sections B.4, C.2 and C.3* in the Site Plan User Guide.

E. Applying for Site Plan Review or PAC Meeting

The Site Plan Review Application Form (pages 9 to 11) must be used to apply for all Site Plan Review streams, with the exception of the **Excluded** stream. An Applicant with a development proposal subject to a **Basic** or **Full** review stream must first use this form to request a PAC Meeting. For additional information please refer to *Section C* in the Site Plan User Guide.

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F. Important Information Regarding the Site Plan Review Application Form

A PAC Meeting will not be scheduled nor will a Site Plan Review stream commence until all applicable sections of the Site Plan Review Application Form (pages 9 to 11) are completed and all required materials and fees associated with the applicable Site Plan Review stream are provided. Please contact the Planning and Development Services Division if you have questions regarding any of these requirements.

The following instructions are a summary of the information and instructions contained in the Site Plan User Guide. Please refer to the Guide for additional details or clarification.

(i) Agent as Applicant and Registered Owners' Authorization

The Site Plan Review Application 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 Site Plan Review 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.

(ii) Planning Information

Information with respect to required or pending Planning applications must be included under Section 4 of the Site Plan Review Application Form. This information will be reviewed by the PDSD and discussed with the Applicant to determine the impact of any such applications on the Site Plan Review process.

(iii) Contact Information and Correspondence

In order to ensure efficient and uninterrupted communications during the Site Plan Review process, the Applicant shall notify the City of any changes to the contact information provided in the Site Plan Application Form for the registered Owner(s) of the property and/or Agent(s).

Correspondence and/or notices from the City in respect of the Site Plan Review process will be directed to the registered Owner(s) in accordance with the information provided in the Site Plan Review Application Form, as amended, or where an agent is acting as Applicant, the Applicant 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 Site Plan Review Application Form.

(iv) Completeness of Information Provided

Under Section 41 of the *Planning Act*, plans and drawings must be prepared in sufficient detail to ascertain the location and design of all buildings and structures, their relationship to any adjacent buildings, streets and exterior areas as well as any interior walkways, stairs, elevators and escalators which are public points of access, the location of all required facilities and works, including facilities for accessibility for persons with disabilities, and matters relating to exterior and sustainable design.

An application for Site Plan Review will not be reviewed until the information and materials required by the Site Plan Review Application Form, the Site Plan Guide as well as any comments received from Planning staff and, where applicable, the Checklist, have been received together with all applicable fees.

Upon review of the application, Planning staff may identify the need for additional information and/or materials that will be provided at the Applicant's expense. Applicants should ensure that the information and materials submitted in support of an application are complete and provided early in the process to avoid such further requests which may significantly delay the review process and result in additional expense for the Applicant.

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G. Materials Required for Site Plan Review

(i) Basic Required Materials

The following table specifies the type and number of materials required by each Site Plan Review stream:

Required Drawings ¹ and Materials Description and Specifications	# of Paper Copies ² required in each stream					Digital Versions Required
	Exclusion Confirmation	Limited	PAC	Basic	Full	
Cover letter describing the proposal	See Note ⁶	Digital or scanned submissions only.	1	1	1	PDF ^{3,4}
Original Completed Application Form +			6	6	6	PDF ^{3,4}
PAC Supplied Checklist				1	1	PDF ^{3,4}
Site Plan			6	25	25	PDF ^{3,4} + CAD ^{4,5}
Building Elevations/Line-of-Sight			6	6	6	PDF ^{3,4}
Floor and Roof Plans			As Applicable	4	4	As required for Limited
Landscape Plan Drawings			As Applicable	10	10	As required for Limited
Site Servicing and Grading Drawings			As Applicable	9	9	As required for Limited
Sustainability Score and Summary (if required)					5	PDF ^{3,4}
Storm Water Management Reports				4	4	PDF ^{3,4}
Legal Survey (most current version)				2	2	As required for Limited
Other Required Materials or Reports				5	5	PDF ^{3,4}
3D Model (for developments with 6 or more stories)				1	1	PDF ^{3,4} / CAD ^{4,5}
Final Drawings Submitted for Approval				8	8	PDF ^{3,4} + CAD ^{4,5}
As-Built Records (Required prior to securities release)						CAD ^{4,5}

Notes:

1. All drawings are to be prepared according to the Drawing Requirements in section C.13 below.
2. All paper drawings are to be supplied individually folded in 8 1/2" x 11" format. **Rolled drawings cannot be accepted.**
3. A scanned or digital copy of the original completed application form, drawing, report or other item in pdf file format.
4. To be supplied on CD, DVD or USB memory stick.
5. See Digital Submission Standards (DSS) in Appendix A. Questions on DSS can be sent to togis.planning@brampton.co.
6. Preferred format for Confirmation of Exclusion site plans is an electronic version (PDF) of 11" x 17" drawings.

(ii) Additional Materials

During the course of the Site Plan Review process additional studies may be required to complete the review process. Planning staff will advise if any of the following or other materials are required:

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| <ul style="list-style-type: none"> Acoustical Report (aka Noise 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 Facility Fit Plan Financial Impact Study Functional Servicing Report Geotechnical Report Heritage Impact Statement/Assessment /Permit Hydrogeological Report Lighting Plan/Photometric Plan, Light Spread Pattern Market Impact/Planned Function Study Master Environmental Servicing Plan Park Concept Plan Planning Justification Report | <ul style="list-style-type: none"> Sediment/Erosion Control Plan Site Remedial Studies which may include: <ul style="list-style-type: none"> 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 Stormwater Management Brief and/or Report Sustainability Score and Summary Top of Bank Demarcation Traffic Impact Study Truck Swept Path Plan Tree Inventory and Preservation Study Urban/Civic Design Brief Vegetation Study Vibration Analysis |
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(iii) General Drawing Requirements

Drawings submitted for Site Plan Review purposes must adhere to the detailed drawing requirements found in Section C.13 of the Site Plan Guide. The following summary is provided as a general reference only:

All Drawings

- Title Block
 - Title of drawing
 - Date of drawing and/or Version
 - City File Number SP ____-____.____ (Supplied when a PAC Meeting is requested.)
- Scale of 1:200 (Option to use 1:500 where required) (Not applicable to Elevation Drawings)
- All measurements shall be in **metric** units only.
- North arrow (not required on Elevation Drawings)
- 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.

Site Plan Drawings

- Summary statistics showing:
 - the lot area,
 - lot coverage,
 - gross building floor area (existing and proposed),
 - and floor area to be demolished
- Location and dimensions of all existing and proposed buildings, including porches and accessory structures
- Building setbacks to all lot lines
- Location of adjacent properties or significant natural features
- Location and size of existing and proposed trees and shrubs (if applicable)
- Location and dimensions of all hard surface driveways, walkways and patios
- Location and details of easements
- Location of existing and proposed service lines (i.e. gas, water, sewer)
- Location of temporary construction and material storage

Building Elevation Drawings

- Grade level
- Type and colour of external building materials
- Roof slopes
- Building dimensions

Floor Plans *(Required for Building Permit Application – Requested to provide context and to assist in Site Plan Review.)*

- Overall dimensions and dimensions of each room and space
- Use of rooms and space
- Size, type (material), spacing and location of all structural members including beams, lintels, columns, joists, bearing walls and partitions
- Material and size of all components of floor, wall and ceiling assemblies
- Location of all plumbing fixtures

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(iv) Design and Landscape Design Requirements, Guidelines and Considerations

Please refer to Section C.14 of the Site Plan User Guide for landscape design requirements, guidelines and considerations.

(v) Drawing Notes

Please refer to Section C.15 of the Site Plan Guide for requirements relating to drawing notes.

(vi) Applicable Fees

The fee calculation sheet under Section 7 of the Site Plan Review Application Form (page 11) will assist the Applicant to calculate the fees payable in connection with an application for Site Plan Review. After preparation of the applicable fees calculation the Applicant shall email the fee calculation sheet to the assigned Planner (assigned at PAC) for confirmation. This confirmation will allow the Applicant to prepare a cheque for the exact amount needed for the fee.

The fees are **non-refundable** and will be accepted once it is determined by the PDSO that an application contains the information and materials required by the Site Plan Review Application Form, by the Site Plan Guide, by any comments received from the PDSO and if applicable, by the Checklist. Fees may be paid by way of cash, debit, credit card or cheque.

Fees are subject to review and amendment during the Site Plan Review process and additional fees may apply. Any additional fees must be paid *prior to* site plan approval. Any overpayment of fees will be refunded to the Applicant by cheque. Please see C.8 – *Completing the Site Plan Review Application Form* of the Site Plan User Guide.

(i) Appointment to Submit Application

When the Application is ready for submission the Applicant is asked to contact the assigned Planner to arrange a time to submit the Application. The assigned Planner will conduct an inspection of the application to ensure it contains the information and materials as required by the Checklist and Comments provided after the PAC meeting. Incomplete submissions cannot be accepted by the City of Brampton.

H. Key Aspects of the Site Plan Review Process

The information in this section only provides a basic introduction to some key aspects of the process. For a more detailed description of the Site Plan Review process please refer to Section B of the Site Plan User Guide.

(i) Site Plan Approval

Development proposals undergoing a Limited, Basic or Full Site Review Process **must** receive site plan approval before an application for a building permit can be made. If the PDSO determines that a proposal should receive site plan approval, then:

- (a) The Applicant will be asked to provide copies of their final drawings (please refer to the chart on Page 4 for the required number of copies of paper and electronic versions);
- (b) The final drawings will be reviewed by the PDSO and circulated to the relevant technical departments for review. If there are no issues identified with the drawings, such departments will affix their stamp to evidence their review of the relevant drawings. The drawings will be returned to the Applicant for correction if there are any issues identified (redline drawings cannot be used for Site Plan Approval purposes);
- (c) A *Notice of Conditional Approval* memo (outlining any applicable conditions) will be prepared by the PDSO in accordance with the final drawings and will be circulated to the Applicant (with a copy to the Legal Services Division);
- (d) Where required as a condition of the *Notice of Conditional Approval*, the Legal Services Division will prepare a Site Plan Agreement or an amending Site Plan Agreement for registration on title to the property and the parties named will be required to execute the agreement;

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- (e) The Applicant will provide the required items stipulated in Site Plan Agreement prior to site plan approval (e.g. financial securities, proof of insurance, conveyances of property, easements etc.) and satisfy any remaining conditions in the *Notice of Conditional Approval* memo; and
- (f) Once the applicable City departments confirm that their respective conditions in the *Notice of Conditional Approval* memo have been satisfied, they will issue a clearance memo to the PDSD permitting the final drawings to be stamped 'approved'. Once the drawings are approved they are made available for the Applicant.

(ii) Site Plan Refusal

The PDSD will make every effort to work with the Applicant to resolve critical issues associated during the review of an application and will provide advice as to how such issues may be addressed. Site Plan Approval may be refused in circumstances where the Applicant has failed to address these issues to the satisfaction of the PDSD. If a refusal decision is issued, the Applicant will have two options:

- (a) Prepare a new application (together with the required fees) for Site Plan Review with a proposal that addresses the previously identified critical issues; or
- (b) Appeal the refusal decision to the Ontario Municipal Board.

(iii) Inactive Files

A file associated with an application may be closed due to inactivity if the Applicant has not responded to correspondence or inquiries from the PDSD for an extended period of time. If this occurs, the Applicant will be notified in writing by the City that the file will be closed within two months of the date of the notice. If the PDSD does not receive a response from the Applicant within this time period, the file will be closed and a new application for Site Plan Review (together with the required fees) will be required.

I. Site Plan Review Related Processes

(i) Sustainability Assessment

As part of the City's commitment to increase sustainable development within the City, development proposals that meet specific criteria will be required to submit a Sustainability Score and Sustainability Summary as part of the application for Site Plan Review. Applicants will be advised at the PAC Meeting if their development proposal requires this assessment.

(ii) Advance Planning to Satisfy Site Plan Agreement Conditions

During the site plan review process Applicants will be informed about expected conditions that will need to be satisfied prior to Site Plan Approval. Although Applicants are not asked to undertake any transactions prior to execution of the Site Plan Agreement, making advance plans for satisfying these conditions may shorten the time involved in the Site Plan Agreement phase. Final Site Plan approval only occurs after all pre-approval conditions have been satisfied.

(iii) Development Charges and/or Cash in Lieu (CIL) of Parkland Dedication

The Applicant is advised that development charges (payable to COB, but collected on behalf of the Region of Peel and the Boards of Education) and/or Cash in Lieu of Parkland Dedication (payable to the COB) may be required (in accordance with Development Charges and Parkland Dedication by-laws) after Site Plan Approval is issued but prior to the issuance of a Building Permit.

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(iv) 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: Peel, Halton, York, Toronto
- Conservation Authority – Credit Valley 905-670-1615
- Conservation Authority – Toronto and Region 416-661-6600
- Ontario Min of Environment 416-325-4000
- Ontario Min of Transportation 905-704-2989
- Ontario Min of Natural Resources 905-713-7400
- Railway - CN Rail 905-760-5007
- Railway - Orangeville and Brampton 416-807-0948
- Region of Peel 905-791-7800 ext. 4347
- Electrical Utility - Alectra 905-840-6300
- Other Utilities (telephone and cable companies, gas distribution and transmission companies, etc.)

(v) Additional Permit Requirements

The Applicant is advised that when work is carried out there may be additional permit requirements that require separate applications to the specific responsible entities. These include, but are not limited to:

- Conservation Authority Development Permits;
- Region or COB Road Occupancy Permits;
- Underground service connection permits; or
- Provincial MTO Building Permits.

These entities should be contacted directly to clarify if permits are required.

(vi) City of Brampton Additional Information

- Accessibility Standards 905-874-2110
- Development Charges 905-874-2255 / admin.development@brampton.ca
- Heritage Planning 905-874-3744 or 905-874-3825
- Parkland Dedication (Cash-in-Lieu) 905-874- 2131 / managerrealtyservices@brampton.ca
- Public Works – Road Occupancy Permits 905-874-2500
- Urban Forestry – Tree Cutting 905-874-2906