



GUIDE TO APPLICATIONS
SUBDIVISION AND CONDOMINIUM
*application for approval under Sections 50 and 51 of the
Planning Act R.S.O. 1990*

The City of Brampton
Development Services Division
Planning & Development Services Department
2 Wellington St., West
Brampton, Ontario L6Y 4A2
Telephone: (905) 874-2050 Fax: (905) 874-2099

**A. APPLYING FOR DRAFT PLAN OF SUBDIVISION
APPROVAL AND/OR DRAFT PLAN OF CONDOMINIUM**

The attached application form is to be used only when applying to the City of Brampton for draft plan of subdivision approval and draft plan of condominium. **The application must be completed in full and submitted together with the draft plan, the application fee (see Schedule A attached to this guide) and in accordance with the applicable provisions of the *Planning Act*. Please note that a Pre-consultation Application is required to have been formally submitted and closed prior to the submission of Plan of Subdivision or Condominium. The Pre-consultation application is key to ensuring identification of all issues and required supporting documentation.**

B. USING THE APPLICATION FORM

1. The appropriate 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. SUBMISSION REQUIREMENTS

The *Planning Act* requires that the applicant shall provide as many digital and paper copies of a draft plan as may be necessary. The Drawing shall show all information prescribed in Section 51 (17) and 51 (18) of the *Planning Act*. The plan must be drawn to scale with boundaries certified by an Ontario Land Surveyor and include the applicants' certificate. All drawing dimensions must be shown in metric units.

To carry out the review of the application the following must be provided

Application Requirements

- 1 original application form and 1 digital application form (**PDF or Word**)
- 6 copies (**if digital application form is provided**)
- 25 copies (**if digital application form is not provided**)

Draft Plan Requirements

- 25 copies of the draft plan individually folded to 8 ½ x 11 (**if GIS requirements are met**)
- 50 copies of the draft plan individually folded to 8 ½ x 11 (**if GIS requirements are not met**)

Surveyor's Certificate

- 3 hard copies and a digital file in Excel format or other transferable format, with each submission of the plan.
- The Certificate will include the following:
 - Residential: Lot/Block Number, Area (in Metres) with minimum 1 decimal, Frontage (in Metres) with minimum 1 decimal, Land Use Type
 - All other lot/blocks: Lot/Block Number, Area (in Metres) with minimum 1 decimal, Frontage (in Metres) with minimum 1 decimal, Land Use Type

Additional Support Material Requirements

Where additional support material such as environmental, noise abatement, planning or engineering reports are required, the following is required:

- 5 copies of all supporting technical reports and background information and 1 digital copy (**PDF or Word**)

D. GIS REQUIREMENTS

1. Requirements for Submission and Revisions - Summary One

- **digital CAD file of the plan in MicroStation DGN (2D) or AutoCAD DWG (2D) format.**
- **One digital PDF of the plan preferably 24" x 36" (Architectural D size) representing an exact copy of the paper submission must be provided.**

2. Digital Drawing Submission - Details

- One (1) digital CAD file of the plan must be submitted in **MicroStation DGN (2D) or AutoCAD DWG (2D)** format. No reference files are to be used. Appendix A to this application outlines the technical requirements for digital drawings to be submitted with the attached application form.
- The digital drawing must be georeferenced. The standard coordinate system for the City is Universal Transverse Mercator (UTM) Zone 17 with the North American Datum 1983 (NAD83). The map units for all features in the file must be in metric, set to metres and un-scaled (1:1). A base seed file for a specific area is available upon request from Technical Services, Planning & Development Services. The plan must be specifically formatted to be clear and legible in preferably 24" x 36" (Architectural D size) landscape print format. It should be proportionally scaled by the applicant to fit their plan.
- Applicable Layers/levels must be as set out in the Level Structure (as shown in Appendix A) and is provided within the base seed file.
- One digital **PDF** of the plan in preferably 24" x 36" (Architectural D size) representing an exact copy of the paper submission must be provided.
- For any revisions arising out of the circulation and review process requiring the submission of revised drawings; a revised PDF and digital CAD version must also be submitted to Technical Services, Planning & Development Services via email (gis.planning@brampton.ca) or on CD or DVD. Please include a contact name and a brief description of the contents including the city file name of your application.



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- Please note that for drawings submitted in MicroStation DGN (2D) or AutoCAD DWG (2D) format, georeferencing, level numbers and names must remain accurate and consistent, and continue throughout all stages of submission including the Draft Plan, Draft Approval, Registration.
- Assumption of a Subdivision *requires* MicroStation DGN drawings.

E. INFORMATION TO BE SHOWN ON THE DRAFT PLAN UNDER SECTION 51 (17) OF THE PLANNING ACT, R.S.O., 1990

1. the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
2. the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
3. on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
4. the purpose for which the proposed lots are to be used;
5. the existing uses of all adjoining lands;
6. the approximate dimensions and layout of the proposed lots;
7. natural and artificial features such as buildings and other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
8. the availability and nature of domestic water supplies;
9. the nature and porosity of soil;
10. existing contours or elevations as may be required to determine the grade of the highways and the drainage of the lands proposed to be subdivided;
11. the municipal services available or to be available to the land proposed to be subdivided; and
12. the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

F. FOLLOWING THE SUBMISSION OF THE APPLICATION

1. After accepting the application as complete (as per Section 51 (19.1) of the *Planning Act*), (this will be confirmed in writing and the application shall not be deemed to be complete until such written confirmation is received) the City will confer with City Departments and appropriate ministries, commissions and authorities, and with others who may be concerned, to obtain information and recommendations.
2. A statutory public meeting as required by the *Planning Act* will be held in accordance with the City's Official Plan requirements.
3. After an evaluation of the application and the recommendations and comments from other bodies, as noted above, the City will make a decision to approve or refuse the application.
4. In the case of a proposed plan of subdivision the agencies affected by any conditions must indicate to the City that they have been fulfilled to their satisfaction prior to the approval of the final plan for registration.

G. CONCURRENT CLASS EA PROJECT APPROVAL

Section 6 of the Environmental Assessment Act prevents draft approval of a plan of subdivision until the requirements of Section 5(1) have been fulfilled. Section 9 of the application requires that any Schedule C water, storm drainage, sewage or road projects be identified and the location and dimensions of such projects be shown on the proposed plan of subdivision.

H. PLANNING ACT JUSTIFICATION AND RATIONALE

In the case of an application to amend the Official Plan and/or Zoning By-law, **five (5)** copies of a report clearly stating the applicant's reason for the subject application and outlining the planning rationale and justification for the approval of the application shall be submitted (the report may be in letter form. Please demonstrate in this rationale how the proposal conforms with the applicable provincial policy statements.

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.

3. OFFICIAL PLAN STATUS

3.1 What is the land use description of the subject lands in the City's Official Plan? _____

3.2 What is the land use designation of the subject lands in the applicable secondary plan:

3.3 Does this subdivision application conform to these plans? Yes No

3.4 Has an associated Official Plan Amendment application been submitted? Yes No

If "yes" please provide City File Number: _____
Status of Application: _____

3.5 If Council has adopted an associated Official Plan Amendment that relates to this subdivision application, please provide the Amendment Number, OPA _____

4. ZONING BY-LAW STATUS

4.1 What is the zoning of the subject lands in the applicable City Zoning By-law? _____

4.2 Does the subject property need to be rezoned to accommodate the proposal? Yes No

4.3 Has an associated Zoning By-law amendment application been made? Yes No

If "yes" please provide City File Number: _____
Status of Application: _____

5. CURRENT LAND USE

5.1 What is the current use of the subject land? _____

5.2 How long have these uses continued on the lands? _____

5.3 Has there been any previous industrial or commercial use on the subject lands? Yes No

If yes, please specify: _____

If yes, please contact the Director of the Building Division of the Planning and Development Services Department to determine if an environmental assessment is required and submit 5 copies of the same with this application.

5.4 Has the grading on the subject land been changed by adding or removing land? Yes No

If "yes" please specify: _____

5.5 Has there ever been a gas station or other fuel dispensing/storage facility on the subject land? Yes No

If "yes" please specify: _____

If "yes" please contact the Director of the Building Division of the Planning and Development Services Department to determine if an environmental assessment is required and submit 5 copies of the same with this application.

5.6 Is there any reason to believe the subject land may have been contaminated? by former uses on the site or adjacent lands? Yes No

If "yes" please specify: _____

5.7 Are there any existing buildings on the subject lands? Yes No

If "yes" each existing building, its type, use, height, floor area and setbacks from the rear and side property boundaries shall be shown on the property survey, in metric units, required to be submitted with this application.

5.8 Are there any buildings or structures proposed to be built on the subject lands? Yes No

If "yes", each proposed building or structure, its type, use, height, floor area and setbacks from the rear, side and front property boundaries shall be shown on the property survey, in metric units, required to be submitted with this application.

6. PROPOSED LAND USE

PROPOSED LAND USE Please fill out the table below						THIS SECTION FOR CONDO APPLICATIONS ONLY			
Proposed Uses	# of Residential Units	# of Lots/Blocks (as labelled on plan)		Total # of Parking Spaces	Area in Hectares	Density Proposed (Specify Units per Hectare)	Bdrm. Count (Specify by # of Residential Units)	Floor Coverage - M ²	Parking Provided
RESIDENTIAL									
Detached Dwellings									
Semi-detached Dwellings									
Townhouse (Multiple Attached Dwellings)									
Apartments Residential									
Other (Specify)									
NON-RESIDENTIAL									
Commercial	Nil								
Industrial	Nil								
Reserved Blocks	Nil								
Park or Open Space	Nil								
Institutional (Specify)									
Roads & Widenings	Nil								
Other (Specify)									
TOTAL									

Net Area: Refers to developable area of land, exclusive of roads and buffers. In the case of a residential development, the net area would be exclusive of roads, buffers, institutional lands (churches & schools) and open space lands.

PLEASE COMPLETE THE ABOVE CHART AS APPLICABLE TO THE DEVELOPMENT PROPOSAL

HOUSING MIX AND DENSITY TABLE DRAFT PLAN OF SUBDIVISION - 21T- B

Submitted by: _____

Submission Date: _____

Secondary Plan: _____

Policy Flexibility Required? Yes No

Housing Density Sharing Required? Yes No

If yes, with which draft plan (s): _____

LAND USE DESIGNATION #1 — *Identify the Designation Here*

Dwelling Type	Min. Lot Frontage & Area	Lots/Blocks	Units	Net Area (Hectares)	Density (upnha)
TOTAL					

LAND USE DESIGNATION #2 - *Identify the Designation Here*

Dwelling Type	Min. Lot Frontage & Area	Lots/Blocks	Units	Net Area (Hectares)	Density (upnha)
TOTAL					

LAND USE DESIGNATION #3 — *Identify the Designation Here*

Dwelling Type	Min. Lot Frontage & Area	Lots/Blocks	Units	Net Area (Hectares)	Density (upnha)
TOTAL					

PART LOTS

Blocks	Net Area (Hectares)

7. ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY

New Building

Has the City approved a site plan? Yes No Site Plan File #: _____

Has the site plan agreement been entered into? Yes No

Has a building permit been issued: Yes No

Is the proposed development under construction: Yes No

If construction is completed, indicate date of completion: _____

Existing Building

Is this a conversion of an existing building rental residential uses? Yes No

Date of construction: _____

If **yes**, indicate the number of units to be converted _____ units

Have the existing tenants been surveyed for their position on the proposed conversion? Yes No

If **yes**, provide the results of the survey

8. STATUS OF OTHER APPLICATIONS UNDER THE PLANNING ACT

8.1 Has the subject land ever been the subject of a previous application under the Planning Act for an Official Plan amendment, a Zoning By-law amendment, and a Minister's Zoning Order amendment, a Plan of Subdivision, a Minor Variance, Consent or a Site Plan?

Yes No If **yes** please provide the following information:

Type of application: _____ File #: _____

Name of Approval Authority(s): _____

Status of Application: _____

Indicate the effect of this/these other application(s) on the subject proposal _____

9. ARCHAEOLOGICAL POTENTIAL

9.1 Do the subject lands contain any areas of archaeological potential? Yes No

- 9.2 If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, an archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part IV (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act shall be provided with the plan and a conservation plan for any archaeological resources identified in the assessment shall also be provided.

10. PROPOSED SERVICING

Complete the following in full including whether all identified technical information requirements are attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

11. SEWAGE DISPOSAL

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Municipal piped sewage system	Any development on municipal service		Confirmation of service capacity will be required during processing	
Municipal/Private communal sewage system	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydro geological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydro geological sensitivity certification	
Individual private septic systems	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydro geological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydro geological sensitivity certification	
Other	To be described by applicant		To be determined	

Note 1: If the plan would permit development of more than 5 lots or units on privately owned and operated individual or communal septic systems, the following reports shall be provided:

- a) A servicing options report; and
- b) A hydrogeological report

Note 2: If the plan would permit development of fewer than 5 lots or units on privately owned and operated individual or communal septic systems and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following reports shall be provided:

- a) A servicing options report
- b) A hydrogeological report

Note 3: If the plan would permit development of fewer than 5 lots or units on privately owned and operated individual or communal septic systems and 4500 litres of effluent or less would be produced per day as a result of the development being completed, a hydrogeological report shall be provided.

11.2 WATER SUPPLY

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Municipal piped water system	Any development or municipal service		Confirmation of service capacity will be required during processing	
Municipal/Private Communal water system	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydro geological report	
	5 or less lots/units and non residential where water used for human consumption		Hydro geological sensitivity certification	
Individual private wells	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydro geological report	
	5 or less lots/units and non residential where water used for human consumption		Hydro geological sensitivity certification	
Other	To be described by applicant		To be determined	

Note: If the plan would permit development of more than 5 lots or units on privately owned and operated individual or communal wells, the following reports shall be provided:

- a) A servicing options report; and
- b) A hydrogeological report

11.3 STORM DRAINAGE

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Piped Sewers	Any development or piped service		Preliminary stormwater management plan. Stormwater management study may be required during application processing.	
Ditches	Any development or non-piped service			
Swales	Any development or non-piped service			
Other				

12. ROAD ACCESS

Is access provided by: Provincial Highway _____ Municipal Road _____
 Regional Road _____ Private Road _____

A traffic study may be required during application processing

Existing Road(s) _____

Number of access points _____

Proposed Road(s) _____

Number of access points _____

13. PROVINCIAL POLICY

13.1 Is the proposed plan consistent with policy statements under subsection 3(1) of the Planning Act?
 (explain) _____

13.2 Are the subject lands within an area of land designated under any provincial plan or plans? (explain)

If yes to 13.2, does the plan conform with or does not conflict with the applicable provincial plan or plans?
 (explain) _____

14. PUBLIC CONSULTATION STRATEGY

Confirm that a proposed strategy for consulting with the public with respect to this application has been submitted with the application: Yes No
(Note: This does not apply to an application for approval of a condominium description other than a vacant land condominium description)

15. ENVIRONMENTAL ASSESSMENT ACT

Are any water, sewage or road works associated with the proposed development considered as Schedule 'C' works under the Environmental Assessment Act? Yes No

If **yes**, such works must be identified and described and the applicant must demonstrate how requirements of the Act will be addressed:

AFFIDAVIT OF APPLICANT

I, _____ of the _____ in the
(type or print name)

_____ of _____ solemnly declare that all the above statements contained within the application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if I made under oath, and by virtue of "The Canada Evidence Act".

Declared before me at the _____ in the _____ of _____ this _____ day of _____, 20_____.

A Commissioner of Oaths

Signature

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 to amend the _____
(type or print application type(s))

Signature

Dated



**APPLICATION FOR SUBDIVISION APPROVAL
AND/OR PLANS OF CONDOMINIUM
SUBMISSION CHECKLIST**

Sept 2016

ITEMS TO BE SUBMITTED BY AN APPLICANT IN ORDER FOR AN APPLICATION TO BE CONSIDERED COMPLETE AND CIRCULATED FOR APPROVAL				
REQUIRED ITEMS	YES	NO	N/A	NOTES
1. Pre-Consultation Meeting Pre-Consultation Number _____				
2. Covering letter: signed and dated, attached to the application form outlining a brief description of the proposal				
3. Application form Requirements: One (1) original application form 1 digital form (PDF or Word) 5 copies (if digital application form is provided) 25 copies (if digital application form is not provided) The application form must be fully completed including the Applicant's Affidavit and Registered Owner's Certificate				
4. Supporting technical reports and background information: Five (5) copies of all - such as environmental noise abatement, planning or engineering reports a) Public Consultation Strategy b) Surveyor's Certificate (see Section C of Application Guide for Details)				
5. Draft Plan Requirements: 25 copies individually folded to 8 1/2 x 11 (If GIS requirements are met) 50 copies individually folded 8 1/2 x 11 (If GIS requirements are <u>not</u> met)				
6. Digital files: One (1) digital CAD file of the plan in MicroStationDGN (2D) or AutoCAD format. One (1) digital PDF of the plan preferably 24" x 36" (Architectural) D size) representing an exact copy of the paper submission must be provided.				
7. Fees: a) Application Fee Calculation sheet completed and Sign deposit fee included Total fees payable to "The City of Brampton" b) Regional Fee payable to "Region Of Peel"				

Applicant Signature

Date

Print Name

Reviewed and Accepted By

Date



APPLICATION FEE CALCULATION

(Last Updated December 4, 2020)

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	\$12,539
1.2 Official Plan Amendment Only	\$8,326
1.3 Plan of Subdivision Only plus applicable fee in section 2.1	\$8,751
1.4 Plan of Condominium plus applicable fee in section 2.1	\$6,197
1.5 Community Block Plan or Community Block Plan Approval plus applicable fee in 2.5	\$8,326
1.6 Pre-Consultation Fee	\$472
1.7 Temporary Use Zoning By-law Amendment	\$1,208

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 \$429/unit	\$ _____
next 26 to 100 Units	_____ x \$343/unit	\$ _____
next 101 to 200 Units	_____ x \$261/unit	\$ _____
remaining units	_____ x \$215/unit	\$ _____
All other residential:	_____ x \$812/unit	\$ _____

* Maximum fee for applications involving subdivision - \$467,165

PLEASE NOTE: ALL PART LOTS FRONTING ONTO A STREET IN A PROPOSED SUBDIVISION ARE SUBJECT TO FULL DWELLING UNIT FEES ALL AREA CALCUALTIONS (i.e. COMMERCIAL) SHOULD BE ROUNDED TO 3 DECIMAL PLACES

2.1.2 Commercial _____ x \$8,843/net hectare \$ _____

2.1.3 Industrial _____ x \$8,843/net hectare \$ _____

2.1.4 Institutional _____ x \$8,843/net hectare \$ _____

2.2 Draft Plan Approval (Condominium & Subdivision)

2.2.1 Revision of Draft Plan after Draft Approval (requested by Applicant/Owner)	\$3,500	\$ _____
2.2.2 Revisions to Conditions of Draft Plan Approval (requested by Applicant/Owner)	\$3,500	\$ _____
2.2.3 Extension of Draft Plan Approval	\$3,500	\$ _____
2.2.4 Registration of each phase of a plan (cost per phase beyond first phase)	\$3,500	\$ _____

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)	\$ 855
2.4 Ontario Municipal Board Mailing Labels	_____ x \$1.74 each label	\$ _____
2.5 Community Block Plan or Community Block Plan Amendment	_____ x \$749/gross hectare	\$ _____
TOTAL FEES PAYABLE TO THE CITY OF BRAMPTON		\$ _____

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

PLANNING & DEVELOPMENT SERVICES DEPARTMENT

Digital Submission Standards - Condominium

Introduction

The following information outlines the requirements of digital submissions for development applications. Each development application requires a draft plan, which evolves throughout the process. By following the instructions laid out in this document, it will allow for more effective customer service, and better integration of digital plans into the City of Brampton's Corporate GIS.

For each submission or modification of the Development Application (Draft Plan, Draft Approval and Registration etc.), the applicant is required to submit the following:

Each Submission must contain:

- One (1) digital CAD file of the plan must be submitted in **MicroStation DGN (2D) or AutoCAD DWG (2D)** format. No reference files are to be used.
- One (1) digital PDF of the plan in preferably 24" x 36" (Architectural D size) representing an exact copy of the paper submission must be provided.
- The digital drawing must be georeferenced. The standard coordinate system for the City is Universal Transverse Mercator (UTM) Zone 17 with the North American Datum 1983 (NAD83). The map units for all features in the file must be in metric, set to metres and un-scaled (1:1). A base seed file for a specific area is available upon request from Technical Services, Planning and Development Services Department. The plan must be specifically formatted to be clear and legible in preferably 24" x 36" (Architectural D size) landscape print format. It should be proportionally scaled by the applicant to fit their plan.
- Applicable Layers/levels must be as set out in the Level Structure below, as provided within the base seed file. Weights and colours are at the discretion of the applicant.
- For any revisions arising out of the circulation and review process requiring the submission of revised drawings; a revised PDF and digital CAD version must also be submitted to Technical Services, Planning and Development Services Department via email (gis.planning@brampton.ca) or on CD or DVD. Please include a contact name and a brief description of the contents including the city file name of your application.
- **Please note that for drawings submitted in MicroStation DGN (2D) or AutoCAD DWG (2D) format, georeferencing, level numbers and names must remain accurate and consistent, and continue throughout all stages of submission including the Draft Plan, Draft Approval, Registration.**
- *****Assumption of a Subdivision requires MicroStation DGN drawings*****

General Notes

- Use common line-types and fonts (TrueType Fonts). Colour palettes, font types, or reference files are to be submitted along with the digital drawings.
- Where applicable, all line work must be closed, creating polygons, meaning that all lines that meet must be snapped together.
- GIS_ANY_OTHER_FEATURE (i.e. GIS_WOODLOT) naming convention must be used to identify any other significant features not identified within the Level Structure below, but included within the drawing submission.

Planning, Design & Development Level Structure

Level/Layer Name	Description	Element Type
GIS_BUILDING	Proposed building and/or structure envelope	Line or Polygon
GIS_CONTEXT	Surrounding context to subject land	Line
GIS_CURB	Proposed curb	Line
GIS_EDGE-WATER	Edge of water (pond/watercourse)	Line or Polygon
GIS_EX_BUILDING	Existing building and/or structure	Line or Polygon
GIS_EX_CURB	Existing curb	Line
GIS_EX_LOT_BLOCK	Existing lot and block line	Line
GIS_EX_STREET	Existing street (centreline) within surrounding subject plan	Line
GIS_FIRE_ROUTE	Proposed fire route	Line
GIS_FLOODLINE	Flood line route	Line
GIS_KEY_MAP	Key map showing location etc.	Line and Text
GIS_LEGAL_LINE	Any relevant background legal line, lot, concession, registered or reference plan, or easement line	Line
GIS_LOT_BLOCK	Proposed lot or block line	Line
GIS_OPEN_SPACE	Natural Heritage System, proposed open space or vista	Line
GIS_PARK	Proposed park	Line or Polygon
GIS_PARKING LOT	Proposed parking lot	Line
GIS_PATHWAY	Proposed pathway or walkway	Line
GIS_PLANVIEW	Multistory building (design/floor plan)	Line
GIS_ROW	Proposed right-of-way parcel boundary line	Line
GIS_SIDEWALK	Proposed sidewalk	Line
GIS_STORMWATER_MGMT	Proposed storm water management pond or channel	Line or Polygon
GIS_STREET	Proposed street (centreline) in subject plan	Line
GIS_SUBDIVISION_PHASE	Subdivision phasing boundary – show all proposed phases of subdivision or plan	Line or Polygon

Level/Layer Name	Description	Element Type
GIS_SUBJECT LAND	Legal property boundary of the subject plan	Line
GIS_TITLE_BLOCK	Title block line work (scale as needed)	Line
GIS_VALLEYLAND	Extent of the valleyland	Line or Polygon
GIS_WETLAND	Locally and/or structure text	Line or Polygon
GIS_WOODLAND	Woodland	Line or Polygon
GIS_TX_BUILDING	Proposed building and/or structure text	Text
GIS_TX_CONTEXT	Surrounding context to subject land text	Text
GIS_TX_CURB	Proposed curb text	Text
GIS_TX_EDGE-WATER	Edge of water (pond/watercourse) text	Text
GIS_TX_EX_BUILDING	Existing buildings text	Text
GIS_TX_EX_CURB	Existing curb text	Text
GIS_TX_EX_LOT_BLOCK	Existing lot and block text	Text
GIS_TX_EX_STREET	Existing street (centreline) labels within or surrounding subject plan	Text
GIS_TX_FIRE_ROUTE	Proposed fire route text	Text
GIS_TX_FLOODLINE	Flood line extent text	Text
GIS_TX_LEGAL_LINE	Any relevant background legal line, lot, concession, registered & reference plan, or easement text	Text
GIS_TX_LOT_BLOCK	Proposed lot or block text	Text
GIS_TX_LOT_DIMENSION	Lot dimensions, radii	Text
GIS_TX_OPEN_SPACE	Natural Heritage System, proposed open space or vista text	
GIS_TX_PARK	Proposed park text	Text
GIS_TX_PARKING_LOT	Proposed parking lot text	Text
GIS_TX_PATHWAY	Proposed pathway or walkway text	Text
GIS_TX_PLANVIEW	Multistory building (design/floor plan) text	Text
GIS_TX_ROW	Right-of-way parcel boundary line text	Text
GIS_TX_SIDEWALK	Proposed sidewalk text	Text
GIS_TX_STORMWATER_MGMT	Text for storm water management ponds, channels, structures, etc...	Text
GIS_TX_STREET	Proposed street (centreline) labels in subject plan	Text
GIS_TX_SUBDIVISION_PHASE	Subdivision phasing text	Text
GIS_TX_SUBJECT_LAND	Text related to legal property boundary of the subject plan (bearings, distances)	Text
GIS_TX_TITLE_BLOCK	Title block line text	Text
GIS_TX_VALLEYLAND	Valleyland text	Text
GIS_TX_WETLAND	Locally and/or provincially significant wetland text	Text

Level/Layer Name	Description	Element Type
GIS_TX_WOODLAND	Woodland text	Text



**PROPERTY SIGNAGE REQUIREMENTS FOR APPLICATIONS
TO AMEND THE OFFICIAL PLAN AND/OR ZONING BY-LAW**

CITY OF BRAMPTON SIGN REQUIREMENTS:

In accordance with policy 5.29.7 of the Official Plan of the City of Brampton, for applications to amend the Official Plan and/or Zoning By-law and Plans of Subdivision the owner is required to authorize an applicant to erect and maintain in a structurally sound condition, the required sign (or signs) to inform that an application has been filed for the subject property. In this regard, the owner means any person; firm or corporation controlling the property under consideration and the applicant shall include any authorized agent, person, firm or corporation, all as specified on the required application form(s).

Within 14 days of the receipt of the development application by the City of Brampton, and prior to any formal public meeting as required under the *Planning Act* of Ontario, the applicant shall submit written proof signed by the owner of the subject property to the planner in the Planning & Development Services Department assigned the processing of the application, indicating that a sign has been erected in accordance with the City's requirements and agreeing to other obligations regarding sign maintenance and sign removal (*see Part A below for sign specifications, and Part B below regarding the form of the required written proof*).

WARNINGS:

IF A SIGN IS NOT ERECTED ON A PROPERTY, AND A SIGNED LETTER FROM THE OWNER IS NOT RECEIVED REGARDING AGREEMENT WITH SIGNAGE OBLIGATIONS, THEN THE APPLICATION WILL NOT BE PROCESSED OR NOT BE ALLOWED TO PROCEED TO A FORMAL PUBLIC MEETING AS REQUIRED UNDER THE PLANNING ACT OF ONTARIO, THEREBY DELAYING PROCESSING TIMELINES.

A SIGN THAT IS LEFT ON A PROPERTY AND NOT REMOVED AFTER A DECISION HAS BEEN MADE ON AN APPLICATION IS CONSIDERED TO BE AN UNDESIRABLE BLIGHT ON THE LANDSCAPE. SUBMISSION OF THE LETTER OF PROOF OF SIGNAGE CONSTITUTES THE OWNER'S AGREEMENT TO REMOVE SIGNAGE IN ACCORDANCE WITH CITY REQUIREMENTS AND THE EVENTUAL REMOVAL OF THE SIGN MUST BE ADHERED TO.

APPLICANTS ARE RESPONSIBLE FOR CONTACTING CITY STAFF TO INITIATE THE RETURN OF THE SIGN DEPOSIT. AFTER A PERIOD OF 2 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

PART A- SIGN SPECIFICATIONS:

Details:

The details to be shown on the notice sign depends on the complexity of the development application, however, it is expected that all aspects of the preparation and installation of the sign be done in a professional manner. Basic details required being included on the notice sign as applicable are:

- subject property outlined in bold and dimensioned (in metric and imperial measurement);
- distance from nearest intersection (in metric and imperial measurement);
- nearest intersection street names;
- north arrow;
- location of access proposed;
- show collector road, or main local road.

All proposed land uses are to be shown schematically as per the proposed development using the colours noted in Table One below.

Table One – Land Use by Colour Code

Land Use	Colour
Detached Dwellings	Yellow
Semi-Detached Dwellings	Yellow, with a light cross hatching to distinguish from Det. Dwells
Townhouses	Orange
Apartments	Dark Brown
Service/Retail Commercial	Red
Office Commercial	Pink
General Industrial	Light Blue
Prestige Industrial	Dark Blue
Valleylands, Buffer Blocks, Stormwater Ponds, Visa Blocks	Light Green
Parks	Dark Green
Utilities (i.e. TransCanada Pipeline)	Grey
Institutional	Green

Note: See attached example of typical sign in order to better understand the specifications and details as referenced herein.

Wording:

Before installing the sign, the applicant shall contact the planner in the Planning & Development Services Department that is assigned to the processing of the application, to confirm the wording and illustrations used to describe the application. However, the basic wording details on the attached example must be adhered to; including:

- the type of application and a description;
- a listing of the owner and the agent;
- the following text: "For more information about this matter, including information about obtaining a copy of the notice and about preserving your appeal rights, contact the Planning & Development Services Department by visiting City Hall during regular business hours, by sending an email to : planning.development@brampton.ca, or by calling 905-874-2050. Refer to File # _____"
- a note that the illustration is a conceptual plan for information purposes, that is subject to change; and
- a note identifying "Date Sign Erected":

Size and Height:

- Minimum size: 2.4 metres wide by 1.2 metres high.
- Ground clearance: 0.9 metre minimum, 1.2 metres maximum.
- Sign to be mounted to supports with 12mm hex head bolts and nuts with flat washers both sides.

Sign Supports:

The sign supports must be able to sustain the weight of the application sign for a considerable period of time and through various climatic conditions (i.e. heavy winds) so as to ensure that the sign does not fall over. Therefore, the sign must be mounted in a manner ensuring stability. Accordingly, concrete footings are recommended, to be formed against undisturbed, well-drained soil to a minimum depth of 1.3 metres with a compressive strength of 25 mpa at 28 days.

Materials:

2cm exterior grade plywood panel with horizontal fir stringers to be located behind the top, bottom and centre of the sign panel.

Paint:

Sign panels and all structural members shall be painted on all sides and edges with two coats of white exterior type matte finish alkyd paint over a suitable primer.

Lettering:

The sign to be professionally lettered or silk-screened with dark blue or black lettering on a white background. Typefaces to be Arial (***see references to Typeface A on attached example of typical sign specifications with type A being Arial***). All typeface may be condensed or extended to fit the sign area.

Location:

One sign shall be erected along each street frontage of the property so as to be clearly visible from the street, and shall be erected at a minimum distance of 1.5 metres (5 feet) from the lot line and midway between the opposing property lines. The sign shall be erected in a location ensuring safe sight lines at intersections, driveways etc. and if safe conditions are not met, then the applicant shall remove and re-install the sign to the satisfaction of the City at the owner's expense



PART B – PROOF THAT SIGNAGE HAS BEEN INSTALLED TO CITY SPECIFICATIONS INCLUDING OBLIGATIONS REGARDING MAINTENANCE AND SIGN REMOVAL:

Prior to an application being allowed to proceed to a formal public meeting as required under the *Planning Act* of Ontario, and within 14 days of receipt of the application by the City of Brampton, the applicant must submit a letter signed by the owner to the assigned planner in the Planning & Development Services Department, confirming that a sign has been erected in accordance with the City's requirements and agreeing to other obligations regarding sign maintenance and sign removal. Further, a photograph of the installed sign and a digital copy (i.e. pdf version) of the map, that was used on the sign, is also to be provided to the assigned planner.

A sample of the required letter is found below:

Date

*City of Brampton
Third Floor- Planning & Development Services Department
2 Wellington Street West
Brampton, ON L6Y 4R2*

Dear (name of Planner Assigned Application):

*Re: Draft Proposed Plan of Condominium (and, if applicable, Application to Amend the Official Plan and/or Zoning By-law Application, and/or Proposed Plan of Subdivision) Applicant Name/Agent Name
Lot and Concession Number
City File Number:*

Attached please find digital pictures illustrating that the required sign(s) in connection with the above-noted application(s), has (have) been erected in accordance with the City's requirements and specifications. The sign(s) was/were erected on the subject property on (indicate date). Further, please also find the attached digital version of the map that is depicted on the sign.

I hereby agree to:

- (i) maintain the required sign(s) in good condition (in structure, paint work and lettering) throughout the processing of the application, and will periodically*

inspect the required sign(s) to ensure the sign(s) remain posted on the subject property in good order, including at my expense, the re-installation of the sign(s), should the sign(s) become damaged, fall over, or require re-installation due to a conflict with safe sight lines.

(ii) remove the sign(s) within 48 hours:

a) after withdrawing the application; or,

b) after having been notified by the City and/or the Ontario Municipal Board that the application has been approved or denied.

I hereby also acknowledge that I am responsible for contacting City staff to initiate the return of the sign deposit, and that if this action has not occurred within 2 years from the date that the deposit is no longer required, as determined by City staff, the deposit will be assumed by the City and will no longer be reimbursed.

Yours truly,

(Signature of Owner)

Attachment — Copy of letter with picture of application sign.

Example of Typical Property Signage for an Application

(A) → Notice: Official Plan Amendment

A proposal has been made to:

(A) → Re-designate From Neighborhood Retail To District Retail And Stormwater Management Pond



Owner:

Agent:



For more information about this matter, including information about obtaining a copy of the notice and about preserving your appeal rights, contact the Planning and Development Services Department, City of Brampton, by visiting the City Hall during regular business hours, by sending an email to planning.development@brampton.ca, or by calling 905-874-2050. Refer to File #

Date Sign Erected:

Note: Only Arial font shall be used. Words are not to use all capital letters

Note: All typefaces may be condensed or extended to fit the sign area

Note: Minimum height of sign should be 48", width can vary to suit

Note: (A) = wording to be in **bold**