



## GUIDE TO APPLICATIONS TO AMEND THE OFFICIAL PLAN AND/OR ZONING BY-LAW

application for approval under Sections 22 and 34 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 AN AMENDMENT TO THE OFFICIAL PLAN AND OR ZONING BY-LAW

The attached application form is to be used only when applying to the City of Brampton for application to amend the Official Plan and/or Zoning By-law. **The application must be completed in full and submitted together with a conceptual site plan, and required the application fee (see Schedule A) in accordance with the applicable provisions of the Planning Act as set out in Ontario Regulation 543/06 and 545/06. Please note that a Pre-consultation Application is to have been formally submitted and closed prior to the submission of an Application to Amend the Official Plan and/Zoning By-law. 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 16.1 and 34 (10.1 & 10.2) of the *Planning Act* and Section E of this Guide. 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

#### 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**)
- 1 original Draft Official Plan Amendment and/or Zoning By-law Amendment, 3 copies and 1 digital copy (**PDF or Word**)

### Conceptual Site Plan Requirements

- 25 folded copies (**if GIS requirements are met**)
- 70 folded copies (**if GIS requirements are not met**)
- 1 folded copy of the property survey and 1 digital copy (**PDF**)
- 2 reductions at 8 1/2 x 11

### 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 (1) 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 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 (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 Department via email ([gis.planning@brampton.ca](mailto: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**



## GUIDE TO APPLICATIONS

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(2D) or AutoCAD DWG (2D) format, georeferencing, level numbers and names must remain accurate and consistent, and continue throughout all stages of submission.

#### E. INFORMATION TO BE SHOWN ON DRAWINGS

##### Property Survey:

Boundaries and dimensions of the subject property and the location, size type of all existing buildings and structures on the subject property including the distance of the buildings or structures from the front, rear and side lot lines. The Location of all natural and artificial features (i.e. buildings, railways, roads, watercourses, wooded areas, wells and septic tanks, etc) all certified by an Ontario Land Surveyor.

##### Conceptual Site Development Plan:

- north arrow, scale and legal description of property
- location, name, width, of all roads within and abutting the subject lands
- existing and proposed street widenings
- all proposed access locations and their widths plus existing access locations on properties abutting and on the opposite side of roads from the subject property
- current use of abutting lands
- any artificial or man-made features (i.e. watercourses, swales, woodlots, etc.) on or adjacent to the site
- existing and proposed contours when significant alterations to grade are proposed
- proposed buildings and structures proposed to be retained
- setback of all buildings from the property boundaries
- layout of parking spaces, aisles and driveways
- proposed landscape areas and general treatment (i.e. berming, sodding, walkways, etc.)
- location and design of garbage disposal facilities
- summary statistics, including the building height, gross site area, gross building floor area, building coverage ratio, landscape area ratio, density and proportion of different uses, and
- separate drawing illustrating massing and conceptual architectural design, if warranted

#### F. PLANNING ACT JUSTIFICATION AND RATIONALE

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 report how the proposal will conform to the applicable provincial policy statements.

#### G. DETAILS OF THE PROPOSED AMENDMENTS

The applicant shall include on the application form or on separate pages

- the specifics of the requested amendments;
- all Official Plan policy changes being proposed;
- all uses proposed to be accommodated by the proposed amendments; and

- the zoning category/ies being requested and the specific zoning standards being requested.

#### H. SIGNING THE PROPERTY

The applicant shall erect a sign in accordance with the requirements and file with the Development Services Division, a letter agreeing to maintain the sign(s) both for structure and paint work to the satisfaction of the Commissioner, Planning & Development Services. See Appendix B for more details.

#### I. FOLLOWING THE SUBMISSION OF THE APPLICATION

1. After accepting the application as complete (as per Sections 22(b) and 34(10.3) 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. If approved, conditions may be imposed by the City.
4. Sections 22 and 34 of the *Planning Act* also provides the opportunity for any person or public body to appeal the decision of the City to the Ontario Municipal Board, but only if they have made oral submissions at a Public Meeting or written submissions to the City before a by-law is passed or before an official plan is adopted. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City before the by-law is passed or before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board.



**3. OFFICIAL PLAN AMENDMENT (if applicable)**

**3.1 Current Land Use Designation:**

Official Plan: \_\_\_\_\_

Secondary Plan Area & Designation: \_\_\_\_\_

**3.2 Proposed Land Use Designation:**

Official Plan: \_\_\_\_\_

Secondary Plan: \_\_\_\_\_

**3.3 Proposed Policy Deletions, Changes and/or Additions: (Include policy or schedule reference number and proposed text where applicable. Attach additional pages as required)**

Official Plan: \_\_\_\_\_

Secondary Plan: \_\_\_\_\_

**Note:**

If a policy in the Official Plan is being changed, replaced or deleted or if a policy is being added, the text of the proposed amendment must be submitted with this application.

If the requested amendment changes or replaces a schedule in the Official Plan, the text and schedule of the proposed amendment must be submitted with this application.

**4. ZONING BY-LAW AMENDMENT (if applicable)**

4.1 Current Official Plan Designation (if not part of an Official Plan Amendment) and how the application conforms to the Official Plan \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.2 Current Zoning Designation(s): \_\_\_\_\_

4.3 Nature and extent of Zoning requested: \_\_\_\_\_

4.4 Reason why the Zoning is requested: \_\_\_\_\_

4.5 If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, details of the Official Plan or Official Plan Amendment that deals with the matter:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.6 If the application is to remove land from an area of employment, details of the Official Plan or Official Plan Amendment that deals with the matter: \_\_\_\_\_  
\_\_\_\_\_

4.7 If known: Date the subject land was acquired by the current owner \_\_\_\_\_

Date any existing buildings/structures on the subject lands were constructed \_\_\_\_\_

Length of time the existing uses of the subject land have continued \_\_\_\_\_

4.8 What is the minimum and maximum density requirement in the proposed zoning? \_\_\_\_\_  
\_\_\_\_\_

4.9 What is the minimum and maximum height requirement in the proposed zoning? \_\_\_\_\_  
\_\_\_\_\_

## 5. EXISTING AND 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 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.**

5.4 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, side and front 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 (*zoning applications only*).**

**6. Proposed Land Use**

<b>Site/Project Statistics (all measures in metric units)</b>	<b>Proposed (If applicable)</b>	<b>Existing (If applicable)</b>
<b>RESIDENTIAL</b>		
Net area of residential		
Total number of residential units		
Number of single detached units		
Number of semi-detached units		
Number of townhouse units		
Number of apartment units		
<b>INDUSTRIAL</b>		
Net area of Industrial		
Building GFA		
Total parking Spaces		
Accessible Parking Spaces		
<b>COMMERCIAL</b>		
Net area of Commercial		
Building GFA		
Total Parking Spaces		
Total accessible parking spaces		
<b>INSTITUTIONAL</b>		
Net Area of Institutional		
Building GFA		
Total Parking Spaces		
Accessible Parking Spaces		
<b>OTHER</b>		
Valleyland		
Parkland		
Road allowances		
Buffers		

**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**

**7. STATUS OF OTHER APPLICATIONS UNDER THE PLANNING ACT**

7.1 Is the subject land, or any land within 120 metres of the subject lands, subject to any other application under the Planning Act including an official plan amendment, a zoning by-law amendment, a Minister's zoning order amendment, a plan of subdivision, a minor variance, a consent or a site plan?

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

Type of application: \_\_\_\_\_

Name of Approval Authority(s): \_\_\_\_\_

Status of Application: \_\_\_\_\_

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

**8. 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.

**8.1 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: If the application would permit development 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

## 8.2 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	

## 8.3 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				



**8.4 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 point \_\_\_\_\_

**Proposed** Road(s) \_\_\_\_\_

Number of access points \_\_\_\_\_

**8.5 UTILITIES**

Easements and restrictive covenants	Any adjacent or on site		All existing easements and covenants to be shown and effect described on the survey	
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**9. PROVINCIAL POLICY**

9.1 Is the requested amendment(s) consistent with policy statements issued under subsection 3(1) of the Planning Act? (explain) \_\_\_\_\_  
\_\_\_\_\_

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

If **yes** to 9.2, does the application conform to or not conflict with the applicable provincial plan or plans? (explain) \_\_\_\_\_  
\_\_\_\_\_

**10. 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

**11. 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:

\_\_\_\_\_  
\_\_\_\_\_

**12. SITE SCREENING**

1. Has the property in the past or present been used for non-residential use? What was/is the nature of the use:

\_\_\_\_\_

2. Is the nearest boundary line of the subject property within 500 metres of any active or inactive waste disposal facilities (transfer stations, landfills or dumps? Yes  No

3. Have previous agricultural operations ever included the application of cyanide pesticide products or sewage sludge on the subject lands? Yes  No

4. Are you aware of any underground storage tanks or other buried waste on the property? Yes  No

5. Are there/were there existing or previous existing buildings where the building materials remaining are potentially hazardous to health? E.g. Asbestos, PCBs etc. Yes  No

6. Is there any current Environmental Site Assessment report for the site or has there been any prepared within the last 5 years? If yes, submit a copy with your application Yes  No

7. Has an Environmental Site Assessment been submitted to the City in support of a planning application in the past? If yes, indicate the type of the application and file(s) Yes  No

**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))

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Signature*



**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	\$12,293
1.2 Official Plan Amendment Only	\$8,163
1.3 Plan of Subdivision Only plus applicable fee in section 2.1	\$8,579
1.4 Plan of Condominium plus applicable fee in section 2.1	\$6,075
1.5 Community Block Plan or Community Block Plan Approval plus applicable fee in 2.5	\$8,163
1.6 Pre-Consultation Fee	\$463
1.7 Temporary Use Zoning By-law Amendment	\$1,184

**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 \$421/unit	\$ _____
next 26 to 100 Units	_____ x \$336/unit	\$ _____
next 101 to 200 Units	_____ x \$256/unit	\$ _____
remaining units	_____ x \$211/unit	\$ _____
All other residential:	_____ x \$796/unit	\$ _____

\* Maximum fee for applications involving subdivision - \$458,005

**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 \$8,670/net hectare \$ \_\_\_\_\_

2.1.3 Industrial \_\_\_\_\_ x \$8,670/net hectare \$ \_\_\_\_\_

2.1.4 Institutional \_\_\_\_\_ x \$8,670/net hectare \$ \_\_\_\_\_

**2.2 Draft Plan Approval (Condominium & Subdivision)**

2.2.1 Revision of Draft Plan after Draft Approval (requested by Applicant/Owner)	\$3,431	\$ _____
2.2.2 Revisions to Conditions of Draft Plan Approval (requested by Applicant/Owner)	\$3,431	\$ _____
2.2.3 Extension of Draft Plan Approval	\$3,431	\$ _____
2.2.4 Registration of each phase of a plan (cost per phase beyond first phase)	\$3,431	\$ _____

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)	\$ 838
2.4 Ontario Municipal Board Mailing Labels	_____ x \$1.71 each label	\$ _____
2.5 Community Block Plan or Community Block Plan Amendment	_____ x \$734/gross hectare	\$ _____
<b>TOTAL FEES PAYABLE TO THE CITY OF BRAMPTON</b>		<b>\$ _____</b>

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

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### Digital Submission Standards – Official Plan and/or Zoning By-law Amendment

#### Introduction

The following information outlines the requirements of digital submissions for Official Plan and/or Zoning By-law Amendment applications. 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 new application or modification to an existing application to amend the Official Plan and/or Zoning By-law, 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](mailto: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.**

## 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 and Infrastructure Services Level Structure

Level/Layer Name	Description	Element Type
GIS_BUILDING	Proposed building and/or structure envelope	Line or Polygon
GIS_CATCHBASIN	Proposed catch basin	Point, Line or Polygon
GIS_CONTEXT	Surrounding context to subject land	Line
GIS_CURB	Proposed curb	Line
GIS_CURB_RAMP	Proposed wheelchair and curb ramp	Line
GIS_DRIVEWAY	Proposed driveway	Line
GIS_EDGE-WATER	Edge of water (pond/watercourse)	Line or Polygon
GIS_ELEVATION	Elevation points within site plan	Point
GIS_EX_BUILDING	Existing building and/or structure	Line or Polygon
GIS_EX_CATCHBASIN	Existing catch basin	Point, Line or Polygon
GIS_EX_CURB	Existing curb	Line
GIS_EX_FENCE	Existing fence	Line
GIS_EX_LOT_BLOCK	Existing lot and block line	Line
GIS_EX_ROW	Existing right-of-way	Line
GIS_EX_STREET	Existing street (centreline) within surrounding subject plan	Line
GIS_FENCE	Proposed fence	Line
GIS_FIRE_ROUTE	Proposed fire 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_PARKING LOT	Proposed parking lot	Line or Polygon
GIS_PATHWAY	Proposed pathway or walkway	Line
GIS_RET-WALL	Proposed retaining wall	Line
GIS_ROW	Proposed right-of-way	Line

Level/Layer Name	Description	Element Type
GIS_SIDEWALK	Proposed sidewalk	Line
GIS_STREET_FURNITURE	Proposed street furniture including benches, trash receptacles, recycling bins, bicycle racks	Line or Polygon
GIS_SUBJECT_LAND	Legal property boundary of the subject plan	Line
GIS_TITLE_BLOCK	Title block line work (scale as needed)	Line
GIS_TREE-CON	Coniferous tree	Point or Polygon
GIS_TREE-DEC	Deciduous tree	Point or Polygon
GIS_VEG	Tree, shrub, woodlot	Line or Polygon
GIS_FIRE_HYDRANT	Proposed fire hydrant	Point
GIS_TX_BUILDING	Proposed building and/or structure text	Text
GIS_TX_CATCHBASIN	Proposed catch basin text	Text
GIS_TX_CONTEXT	Surrounding context to subject land text	Text
GIS_TX_CURB	Proposed curb text	Text
GIS_TX_CURB_RAMP	Proposed wheelchair and curb ramp	Text
GIS_TX_DRIVEWAY	Proposed driveway text	Text
GIS_TX_EDGE-WATER	Edge of water (pond/watercourse) text	Text
GIS_TX_ELEVATION	Elevation text	Text
GIS_TX_EX_BUILDING	Existing buildings text	Text
GIS_TX_EX_CATCHBASIN	Existing catch basin text	Text
GIS_TX_EX_CURB	Existing curb text	Text
GIS_TX_EX_FENCE	Existing fence text	Text
GIS_TX_EX_LOT_BLOCK	Existing lot and block text	Text
GIS_TX_EX_ROW	Existing right-of-way text	Text
GIS_TX_EX_STREET	Existing street (centreline) labels within or surrounding subject plan	Text
GIS_TX_FENCE	Existing fence text	Text
GIS_TX_FIRE_ROUTE	Proposed fire route text	Text
GIS_TX_LEGAL_LINE	Any relevant background legal line, lot, concession, registered & reference plan, or easement text	Text
GIS_TX_LOT_DIMENSION	Lot dimensions, radii	Text
GIS_TX_PARKING_LOT	Proposed parking lot text	Text
GIS_TX_PATHWAY	Proposed pathway or walkway text	Text
GIS_RET-WALL	Retaining wall text	Text
GIS_TX_ROW	Right-of-way parcel boundary line text	Text
GIS_TX_SIDEWALK	Proposed sidewalk text	Text
GIS_TX_STREET_FURNITURE	Street furniture text	Text



Level/Layer Name	Description	Element Type
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_TREE-CON	Coniferous tree text	Text
GIS_TX_TREE-DEC	Deciduous tree text	Text
GIS_TX_VEG	Tree, shrub, woodlot text	Text
GIS_TX_FIRE_HYDRANT	Proposed fire hydrant text	Text



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

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**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**

<b>Land Use</b>	<b>Colour</b>
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](mailto: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:

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*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.*

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# 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](mailto: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**