

PRE Development Application Consultation Checklist City File # _____

Applicant Name(s):		Dev App Type: (OPA, ZBA, SUB, CONDO)	
Email Address:			
Date of PRE Meeting:			
Proposal Address/Location:			
Proposal Description:			
Assigned Staff	Name	Email	Telephone #
Planner			
Development Services Manager			

This checklist is provided to identify the information required (e.g. reports, studies, drawings and other materials) to commence processing of a complete application as set out in the Planning Act. Pre-Application Consultation does not imply or suggest any decisions, whatsoever, on behalf of City Staff or the Corporation of the City of Brampton (COB), to either support or refuse the application. All of the items with a checkmark in Column 1 below must be supplied with a future formal application submission in order for COB staff to start the development review process. The Applicant should use Column 2 as a preparation checklist for their application submission package. The COB will use Column 3 as a receiving checklist to confirm that all of the required information was provided.

Any deviations from the Checklist must be confirmed with the assigned Planner prior to submitting an application.

Checklist				
<i>This checklist must accompany any future development application to verify that all materials (reports, drawings, studies, etc.) identified at the PRE, are included. All identified materials must be submitted before an application is deemed complete.</i>				
Materials/Reports/Studies/Drawings	① Required Elements	② Included with Application	③ COB Confirm Included in Package	④ Comments
Detailed Description of Development Proposal	✓			
Completed Application Form	✓			
Concept Plan (including key plan)	✓			
Survey and/or Legal Plan (Most current version including easements and restrictions)	✓			
Parcel Abstract (within last 30 days)	✓			
Public Consultation Strategy	✓			
Draft Public Notice Signage (Draft)	✓			
Planning Justification Report	✓			
Urban Design Brief (addressing urban design, landscape, pedestrian circulation, etc. and including but not limited to: 3D renderings, proposed elevations, sun/shadow study, etc.)				
Sustainability Score and Summary				
Comprehensive Development Plan or Tertiary Plan				

Checklist

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Materials/Reports/Studies/Drawings	① Required Elements	② Included with Application	③ COB Confirm Included in Package	④ Comments
Draft Amendment - Official Plan				
Draft Amendment – Zoning Bylaw				
Draft Plan of Subdivision				
Draft Plan of Condominium				
Market Impact Study				
Noise and Vibration Report				
Site Servicing, Grading and Drainage Plan				
Functional Servicing Report				
Storm Water Management Brief and/or Report				
Tree Evaluation Report				
Vegetation Assessment Report				
Woodland Management Plan				
Demarcation of Physical and Stable Top of Bank, Areas controlled by conservation authority, and/or limits of natural heritage systems, wetlands and/or natural hazards				
Geotechnical/Soils Report				
Erosion and Sediment Control Plan				
Environmental Impact Study (EIS)				
Master Environmental Servicing Plan (MESP)				
Environmental Site Assessment (ESA) Phase I				
Environmental Site Assessment (ESA) Phase II				If required per the findings of Phase I
Record of Site Condition				
Archaeological Assessment				
Heritage Impact Assessment				
Heritage Conservation Plan				
Heritage Building Protection Plan				
Transportation or Traffic Impact Studies				
Parking Study				
Other:				
Digital versions of all materials (CAD format for drawings)	✓			CAD format per Appendix A Standards.

Note: The COB reserves the right to ask for additional studies and materials as deemed necessary to complete the review, at any time during the process. A development application is only considered complete when the COB Planning and Development Services Division confirms that it has all of the information needed to finish the review process.

Digital Drawing Standards and Number of Copies

Drawing submission requirements (digital and paper copies) are available at

<http://www.brampton.ca/EN/Business/planning-development/Pages/Applications.aspx>

Specific Issues That Need to be Addressed in the Development Application:

Notes:

1. *The issues noted above or through any follow-up communication are based on a cursory review of the proposal and are not intended to serve as a comprehensive list of issues. City staff reserve the right to identify further issues through a formal future development application.*
2. *Development applications should not be submitted if the identified issues have not been addressed.*

Additional Agencies Review Processes

The Applicant is advised that the proposal being reviewed by the COB may be subject to other agencies' review, approval and/or permit processes (which may involve separate applications and fees). The Applicant should contact the following selected organizations to confirm their review requirements:

<input type="checkbox"/>	Credit Valley Conservation Authority	<input type="checkbox"/>	Ont. Min. of Culture	<input type="checkbox"/>	Region of Peel
<input type="checkbox"/>	Toronto & Region Conservation Authority	<input type="checkbox"/>	Ont. Min. of Environment	<input type="checkbox"/>	Adjacent Region/Municipality
<input type="checkbox"/>	School Board – Peel Public	<input type="checkbox"/>	Ont. Min. of Municipal Affairs	<input type="checkbox"/>	_____
<input type="checkbox"/>	School Board – Dufferin Peel Catholic	<input type="checkbox"/>	Ont. Min. of Natural Resources	<input type="checkbox"/>	Alectra (Hydro One Brampton)
<input type="checkbox"/>	School Board – French Public Viamonde	<input type="checkbox"/>	Ont. Min. of Transportation	<input type="checkbox"/>	Hydro One Networks
<input type="checkbox"/>	School Board – French Catholic Mon Avenir	<input type="checkbox"/>	Infrastructure Ontario	<input type="checkbox"/>	OPG Real Estate Services
<input type="checkbox"/>	Peel Regional Police	<input type="checkbox"/>	Metrolinx	<input type="checkbox"/>	Enbridge
<input type="checkbox"/>	Brampton Downtown Development Corp.	<input type="checkbox"/>	MPAC Halton Peel Office	<input type="checkbox"/>	TransCanada Pipelines
<input type="checkbox"/>	Railway - Orangeville & Brampton	<input type="checkbox"/>	Canada Post	<input type="checkbox"/>	Bell
<input type="checkbox"/>	Railway - CN Rail	<input type="checkbox"/>	Industry Canada	<input type="checkbox"/>	Rogers
<input type="checkbox"/>	Adjacent Transit: _____	<input type="checkbox"/>	Nav Canada and/or GTAA	<input type="checkbox"/>	Other: _____

Note: This list is not exhaustive and is offered as a courtesy only. It is the Applicant's responsibility to confirm what other reviews may be needed regarding their proposal.

File Number

The assignment of a file number does not indicate that an application has been accepted or is considered a complete submission. It is to be used by the Applicant on all application materials (forms, reports, drawings, etc.) provided to the COB.

Fee Calculation and Confirmation

As part of the application preparation the Applicant must complete the Fee Calculation page in the Application form. This calculation (with supporting concept plan) should be emailed to the assigned Planner for confirmation when arranging the appointment to submit their application. The Applicant can then use the confirmed fee when arranging their method of payment.

Submission Appointment with the Assigned Planner

When an application is ready for submission to the COB, the Applicant shall contact the assigned Planner to make an appointment to have the application package inspected prior to acceptance by the COB. If the assigned Planner cannot be contacted, then please contact the assigned Development Services Manager.

Assigned Staff Contact Information

See page 1 of this Checklist for the names and contact information of assigned staff.

Acknowledgement

I, _____
(print name) acknowledge that I understand the content of this entire completed form, that I will use this Checklist (and any related comments) to assemble a Development Application and that, the City of Brampton staff have informed me that I need to work directly with the outside agencies identified above (and any others as appropriate) to ensure that the proposal receives the required reviews and approvals.

Applicant/Owner: _____
(signature) Title: _____ Date: _____

This form is to be completed by the assigned Planner and presented to the Applicant at the PRE meeting. After the Applicant has signed the checklist, the COB will scan it for the file and return it to the Applicant. In addition to this checklist the assigned Planner may provide additional comments to the Applicant in a follow-up email.