

# City of Brampton Site Plan Review User Guide

This Guide should be followed when applying for Site Plan Review within the City of Brampton.

### *NOTE ON USING THIS GUIDE*

*This Guide is divided into three (3) sections plus Appendices. **Section A** provides background on the requirement for Site Plan Review. **Section B** explains the steps that the Site Plan Review process follows. **Section C** explains how to submit a Site Plan Review Application. The **Appendices** contain forms, guidelines and other information that may be used in the Site Plan Review process.*

*The various sections in this Guide are parts of an integrated whole and the Guide should be read in its entirety to fully understand the various requirements and steps involved in the process.*

*In this Guide the term “Applicant” is used to represent both an Agent of an Owner or an Owner. The Term “Owner” is used in situations where only the Owner may conduct the step in that particular situation.*

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# Site Plan Review User Guide

## A. INTRODUCTION

Under Section 41 of the Ontario Planning Act, the City of Brampton (COB) is mandated to review proposed development activities, such as new construction, additions, site or building conversions, renovations and other changes to a property, through the **Site Plan Review Process**.

A SITE PLAN APPROVAL OR A DETERMINATION OF EXCLUSION FROM SITE PLAN CONTROL IS REQUIRED PRIOR TO APPLYING FOR A BUILDING PERMIT. Please consult with the Building Division to learn about other applicable legislation and items required for Building Permit application.

If a Site Plan Review results in a REFUSAL then an Applicant has two (2) options to continue with their development proposal:

1. Submit a new application with a revised proposal that complies with the various regulations and guidelines; or
2. File an appeal of the REFUSAL with the Ontario Municipal Board (OMB).

### A.1 Four (4) Site Plan Review Streams

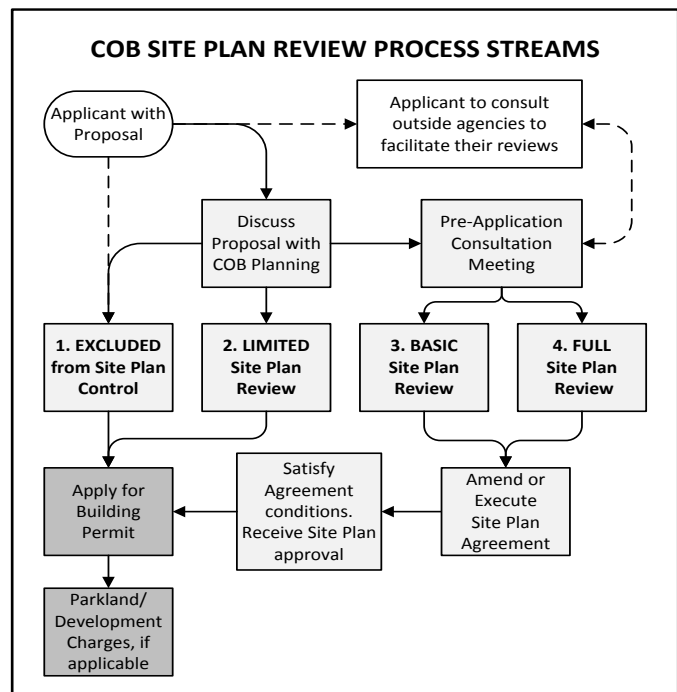
The City of Brampton (COB) has four Site Plan review streams that are designed to provide different levels of review that are appropriate to the scale, scope and complexity of a proposed development activity. The determination of the appropriate stream will be at the discretion of Planning and Development Services Division (Planning) staff.

Exclusion from Site Plan Control – for proposed activities that are either excluded from site plan control or are managed by other review and control regulations and processes. See section B.2 for additional information or review the current Excluded List at [www.brampton.ca/siteplanexclusionlist](http://www.brampton.ca/siteplanexclusionlist). The Excluded from Site Plan Control List is a pre-determination that specific proposals are excluded from Site Plan Control or are covered by other review processes.

Limited Site Plan Review – for single, simple proposals requiring minimal technical review. Proposals containing multiple simple activities would be handled by the Basic review stream. See section B.3 for additional information.

Basic Site Plan Review – for proposals requiring a scoped technical review, such as Infill Mature Neighbourhood projects or revisions to existing Site Plan Approvals. See section B.4 for additional information.

Full Site Plan Review – for new, large or complex proposals requiring a comprehensive review and all other proposals not covered by the other three (3) review streams. See section B.4 for additional information.





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## A.2 Development Proposals Occurring in the Central Planning Area

Proposals that occur in the Central Area (OCA) will also follow the Site Plan Review processes described in this Guide.



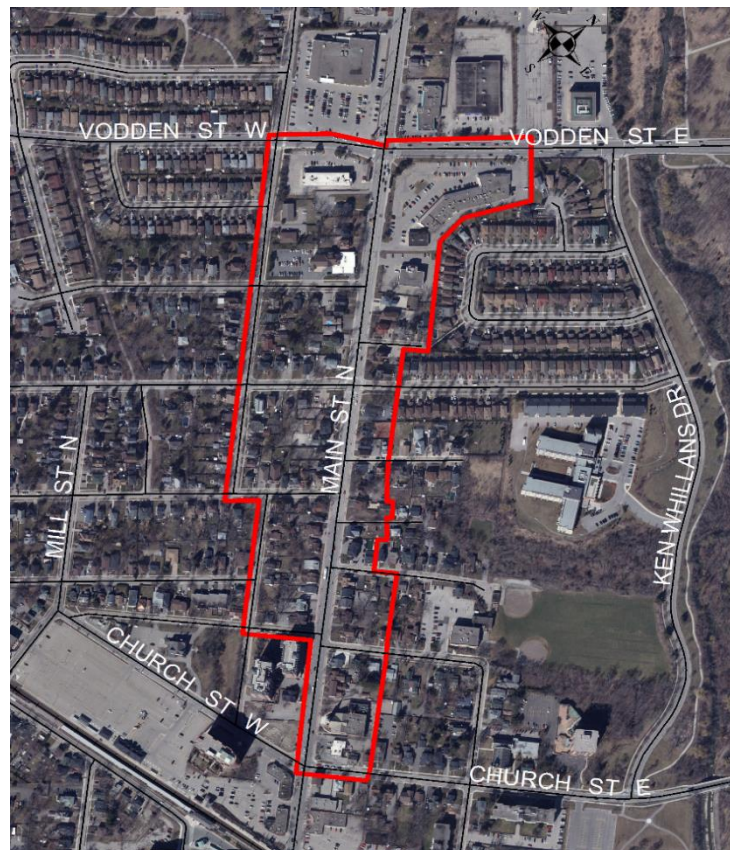
## A.3 Development Proposals Occurring in Development Permit System Areas

Development occurring within certain areas of the City of Brampton are covered by a Development Permit System (DPS).

The DPS is a system that provides a unified set of reviews that cover Zoning, Site Plan, Urban Design, Heritage and other requirements in a single application.

Proposals that occur in a DPS area will follow the review process as required in the DPS By-law and do not follow the Site Plan Review process outlined in this guide.

The first area of the City to be designated by the DPS By-law is shown outlined in red on the map (at right) running north along Main Street from Church Street to Voddan Street.



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## B. UNDERSTANDING THE SITE PLAN REVIEW PROCESS

### B.1 Initial Discussions with Planning Staff

As a first step in the Site Plan Review process, Applicants should contact the Planning and Development Services Division (Planning) to discuss their proposed projects. Planning staff can provide:

- Comments on conceptual ideas;
- General feedback about the feasibility of a proposal;
- Suggestions on how to improve a proposal to meet the various guidelines and requirements;
- And answers to questions.

As well, these discussions will provide Applicants with an understanding of:

- The regulatory requirements (e.g. Zoning requirements) for their proposal;
- Other review processes that may be needed (e.g. Heritage Permit, Conservation Authorities, Region of Peel, etc.);
- Which of the Site Plan Review streams is the appropriate one to follow;
- The steps for the selected review stream;
- Recommended changes that should be made to their proposal; and
- List of materials that will be required for the selected review stream.

If the Applicant wishes to proceed with the Site Plan Review they will need to complete and submit an Application Form (with the exception of the Exclusion from Site Plan Control stream which doesn't require the Application Form), supply professionally prepared drawings and materials as required for the particular review stream and pay the required fee.

### B.2 Exclusion from Site Plan Control

There are many proposals or projects that do not require Site Plan Review. As such, there are two (2) options available for Applicants to determine if their proposed activities are Excluded from Site Plan Review:

#### Option 1

Applicants can review the [Excluded from Site Plan Review List](#) at [www.brampton.ca/SitePlanExclusionList](http://www.brampton.ca/SitePlanExclusionList) to see if their proposed activity fits into one of the Exclusion categories. If so, they can proceed to the Building Division and apply for their Building Permit. If the Building Division agrees with the Exclusion, they will process the Building Permit application. If the Building Division wishes to have the Planning Division confirm the Exclusion, then the Applicant will be asked to follow Option 2.

#### Option 2

Applicants can visit Planning on the 3<sup>rd</sup> floor of City Hall (or email a copy of their Site Plan drawing to [infoplanner@brampton.ca](mailto:infoplanner@brampton.ca)) with drawings of their proposed activities and ask for a confirmation that their planned activities qualify for an Exclusion from Site Plan Control. If Planning staff determines that the proposed activities are Excluded, they will provide a Confirmation of Exclusion from Site Plan Control to allow the Building Division to accept and process the Building Permit application.

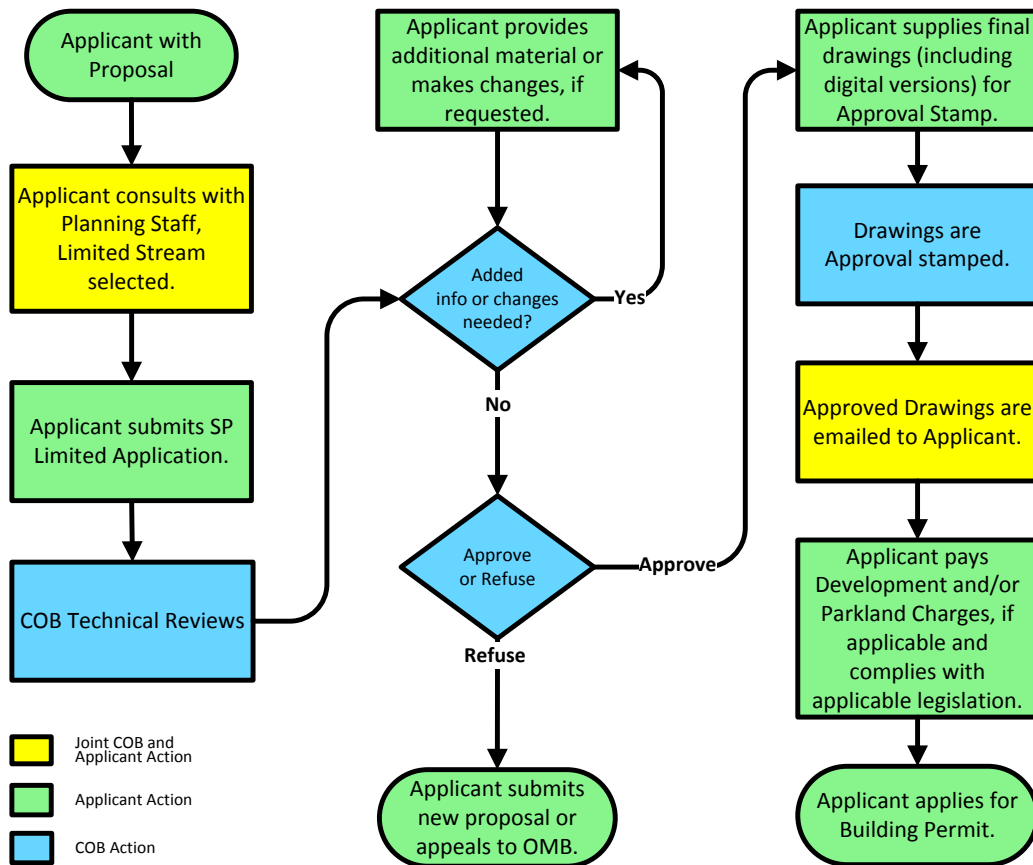
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If Planning staff determines that an Applicant’s proposed activities are not Excluded from Site Plan Control they will determine which Site Plan Review stream needs to be followed and will inform the Applicant about the required steps.

## B.3 Limited Site Plan Review Steps

If Planning staff determine that a proposal qualifies for the Site Plan Limited stream (reserved for single, small and simple development activities) the application will follow the steps depicted below.

### Limited Site Plan Review



**Note: Limited Site Plan Review will not accept any applications that require review and approval by an outside agency unless that outside review and approval is completed before applying for the Limited Review.**

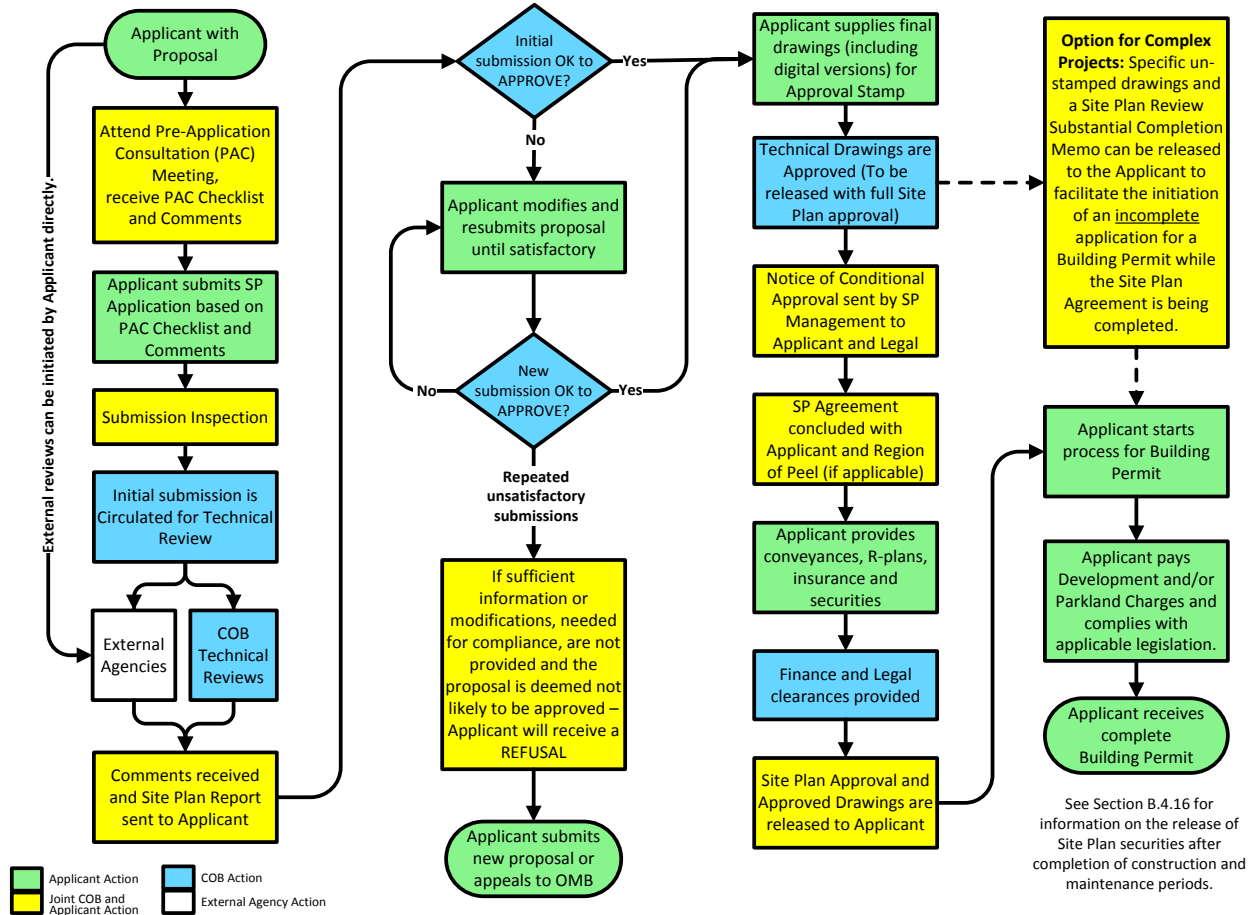
All proposals not covered by the Limited review stream will follow the Basic and Full Site Plan Review stream steps described in Section B.4.

The choice of review stream is determined by Planning staff after consultation with the Applicant.

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## B.4 Basic and Full Site Plan Review Steps

The following flowchart describes the overall steps involved in the Basic and Full Site Plan Review process.



The Basic and Full Site Plan review streams follow the same steps except that the Basic stream reviews proposals with lower complexity and smaller scale which may:

- Require fewer technical reviews (e.g. may need a Region of Peel review but no other external reviews);
- Not require certain steps (e.g. there may be no need for re-submissions because of the simplicity of the proposal); or
- Have certain steps shortened (e.g. processing an amendment to an existing Site Plan Agreement rather than preparing a new agreement).

Typical proposals that would follow the Basic review stream include:

- Infill Mature Neighbourhood, new construction, additions (50 m<sup>2</sup> and larger) or detached garages;
- Telecommunications Tower Concurrence Letters;
- Site Plan Review as a condition of a Committee of Adjustment decision;
- Small changes to existing industrial, commercial, institutional or multi-residential buildings;
- Revisions to existing Site Plan Approvals and/or Agreements; or



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- Other proposals that only require a scoped set of technical reviews.

Both the Basic and Full Site Plan review streams require the Applicant to request a Pre-Application Consultation meeting to review their proposal before they submit a completed application for Site Plan review.

## *B.4.1 Pre-Application Consultation (PAC) Meeting, Checklist and Comments*

Prior to preparing and submitting a Basic or Full Site Plan Review application an Applicant must request and attend a PAC meeting to allow COB technical staff to review their development proposal and to provide guidance on how to assemble an application to ensure that it receives approval in a timely manner.

***Note: The Site Plan Review process, including PAC meetings, is only able to consider mature development proposals, with professionally prepared drawings, reports, etc. Questions about proposals that are at a more conceptual stage can be discussed with Planning staff anytime outside of the Site Plan Review process.***

The PAC meeting involves the following elements:

- The Applicant submits a PAC meeting request application (see Section C for details) with a set of drawings. If the drawings are of sufficient quality and detail to conduct a PAC meeting, then their package is accepted and they are asked to pay a fee. If the drawings are insufficient to conduct the PAC then the Applicant will be provided with guidance on how to adjust the drawings package to allow the PAC meeting request to be accepted.
- After the meeting request is accepted a Planner is assigned to the PAC meeting file and the drawings are circulated to technical staff for preliminary review. Planning staff will contact the Applicant to arrange a time for the PAC meeting. Meetings are generally scheduled (on Tuesday afternoons) about two (2) weeks after submission of the request. This period of time is used by technical staff to perform a preliminary technical review and arrive at the meeting ready with their comments to guide the next stage of the process.
- At the scheduled PAC meeting COB technical reviewers will provide the Applicant with feedback that will cover the following topics:
  - Information, not yet provided, that will need to be submitted with the Site Plan application;
  - A description of any major issues that will need to be addressed in the Site Plan application;
  - An indication of the probable conditions (e.g. securities, conveyances, etc.) that could be included in a Site Plan Agreement, that would have to be complied with prior to the release of Site Plan Approval;
  - The requirement for a Sustainability Assessment (Score and Summary), as required;
  - The requirement for external reviews, as required.

***Note: If an Applicant arrives at a PAC meeting with a substantially different proposal (as determined by the Assigned Planner) than the one submitted in request of the PAC meeting then the Applicant will be asked to apply for a new PAC meeting (with a new fee) to allow the new proposal to be circulated for technical review.***

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- Following the PAC meeting the Applicant is given a Checklist (see sample in Appendix C) and within 2 business days an email is sent to the Applicant with additional Comments, if any. The requirements outlined in the Checklist and Comments will need to be addressed in the formal Site Plan Review Application submission. Having all of the required elements in their Site Plan Application ensures an effective and efficient consideration of their proposal during Site Plan Review.
- The requirement for reviews of the proposal by external agencies is also discussed at the PAC. External agencies have their own application, fees and approval processes that are separate from the COB Site Plan Review process. Applicants will be advised to approach these agencies as required.

### *B.4.2 Site Plan Review Application Initial Submission*

- The Applicant uses the Checklist and any Comments they received following the PAC meeting to assemble their Basic or Full Site Plan Application package. Section C provides a full description of the requirements for the application submission package. The required Application Form can be accessed with the link found in Appendix B.
- As the Applicant prepares their application submission they are required to complete a Fee Calculation (page 11 of Application Form). This fee calculation should be emailed to the Assigned Planner with accompanying drawings that contain the statistics that support the fee calculation. The Assigned Planner will review the fee calculation and provide a correction or a confirmation when the Applicant contacts the Assigned Planner to make their submission appointment.
- The Applicant makes an appointment to meet with the Assigned Planner to submit the application package, including a completed application form, the confirmed fee calculation and all other required materials.

***Note: Courier deliveries of Application packages cannot be accepted unless prior arrangements are made with the Assigned Planner.***

- The Assigned Planner meets the Applicant and verifies that all of the required elements, (as outlined in the Checklist and Comments received following the PAC meeting) in the paper and digital formats as required, are included in the package. If elements are missing from the package, the Planner will explain to the Applicant that the COB cannot accept partial submissions. The Applicant will hold onto the submission until the missing elements are ready to be included.

***Note: Fees are only accepted after the Assigned Planner has determined that the application package contains the required items and is ready for submission.***

- If the submission is determined to contain all of the required items identified at the PAC meeting, then the Applicant is asked to pay the required fee as calculated and confirmed on the Fee Calculation Sheet on Page 11 of the Site Plan Review Application Form.

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The submission is accepted and formal processing of the Site Plan Application begins.

## B.4.3 Receipts for Site Plan Review Fee Payments

When an Applicant pays a fee for a Site Plan Review Application or PAC Meeting Request they will receive a receipt for the monies received. During the Site Plan Review process various issues may modify the required fees and further payments or refunds may be required or issued. A final Site Plan Application receipt (indicating any changes that may have occurred) will be issued to the Applicant prior to issuance of the final Approval or Refusal.

## B.4.4 First Circulation and First Site Plan Report

The first step in the formal processing is to circulate the proposal to the appropriate technical reviewers, both internally at the COB and externally to those agencies deemed to have a statutory interest in reviewing the proposal.

List of Possible Technical Reviewers		
City of Brampton		External Agencies' Reviews
Accessibility	Parks Planning	Adjacent Cities and Municipalities
Building	Sustainability	Air Navigation Authorities
Engineering	Transit Planning	Conservation Authorities
Environmental	Urban Design	Provincial Government Ministries
Finance Administration	Works Capital	Police
Heritage	Works Operations	Railways
Legal Services	Works Transportation	Region of Peel
Open Space - Landscape	Zoning	School Boards
		Utilities

The Planner will collect input from the various technical reviewers and assemble their comments into a Site Plan Report. Site Plan Reports may contain different types of comments as identified by their individual labels which use the following labelling protocol, **type\_division\_title >> content**, for example:

**ACTN\_OPSP\_Substitute Trees >> comment content**,

where: ACTN is the type of comment, OPSP refers to the division (Open Space) providing the comment and Substitute Trees is the title of comment.

There are five (5) types of comments:

- ACTN – is an action comment that must be addressed by the Applicant to achieve Site Plan Approval.
- COND – is a condition comment that refers to a condition that will be included in a Site Plan Agreement. Certain conditions will need to be complied with prior to receiving Site Plan Approval.
- INFO – is an information comment that provides helpful information but is not specifically related to achieving Site Plan Approval.

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- DWGN – is a drawing note comment. The drawing note comments identify items that will need to be on the final set of drawings that would be used for Site Plan Approval.
- ATCH – is an attachment comment. This comment alerts the Applicant to the existence of an attached document that contains additional information or comments.

The reviews undertaken by external agencies follow their own timelines which may not coincide with the COB's targets for responding to the Applicant. It is the Applicant's responsibility to work with the external Agencies directly to ensure their review of the proposal occurs as expeditiously as possible.

***Note: The Site Plan Review process will endeavour to identify situations where these external review requirements exist and will notify the Applicant and the appropriate external agencies of the existence of the potential review requirements. The Site Plan Review process will not necessarily wait for the external agencies' approvals before deciding on Site Plan Approval or Refusal. The Applicant should make themselves fully aware of all Other Applicable Legislation requirements pursuant to the Ontario Building Code Act prior to applying for a building permit (see Section B.4.14).***

Once all of the comments have been received and collated by the Planner they will prepare the Site Plan report and send it to the Applicant. This report contains information that will assist the Applicant to make changes, if needed, to their proposal to ensure its ultimate Approval.

If the Site Plan Report concludes that the proposal is complete and does not require modification to receive Approval, then the process moves directly to Step B.4.8 Approval.

### *B.4.5 Applicant Revisions to Proposal based on Site Plan Report*

If the Site Plan Report concludes that a proposal requires changes or additional information to allow the review to proceed then the Applicant will need to review the Site Plan Report and modify their proposal based on the comments in the report.

If clarification of comments supplied in the Site Plan Report is required, the Applicant may contact the author of those comments directly (their name and contact info is supplied in the report). The Assigned Planner should be copied on all written communications.

### *B.4.6 Subsequent Submissions of Revised Proposals (if needed)*

Once changes are made to the proposal to address the issues raised in the Site Plan Report the Applicant can re-submit their proposal for a second (or subsequent) submission for re-circulation and review by the technical reviewers.

The Applicant is encouraged to interact with the specific technical reviewers to clarify issues raised in the Site Plan Report prior to preparing the formal re-submission.

Any re-submission of a proposal must follow these steps:

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- Include a cover letter that provides specific details on how issues identified in the Site Plan report have been addressed. Simply indicating that a specific issue has been “Noted”, “Done” or “Addressed” does not constitute sufficient detail.
- The cover letter must be emailed to the Assigned Planner for review and approval prior to sending the re-submission to the City.
- If the Assigned Planner agrees that the re-submission cover letter describes how previously-noted issues were dealt with then they will provide an approval via email to indicate that the re-submission can be accepted by the City.
- The re-submission package must be physically segregated into separate packages addressed to the Assigned Planner and each of the appropriate technical reviewer groups. A copy of the main cover letter or a separate cover letter should be attached to each package. The number of copies of materials required for each of these packages will be outlined in the Site Plan Report.
- If the Assigned Planner determines that the re-submission has NOT dealt with previously-noted issues, then the Assigned Planner will do one of two things:
  - Inform the Applicant that the issues outlined in the last Site Plan Report have not been addressed and that the submission cannot be accepted until those issues are dealt with; or
  - If the Applicant insists on submitting the proposal without making the changes or providing the additional information, then the Assigned Planner will inform the Applicant that re-submitting the proposal in its current form may result in a Refusal of the Site Plan Application.

**Note: Re-submitted proposal materials should be grouped into separate packages for each of the various technical areas as well as the Assigned Planner. Each package should have a separate cover letter or a copy of the master cover letter to direct the revised proposal to the appropriate technical groups for further review.**

Once the review is completed and the comments are received by the Assigned Planner a further Site Plan Report is prepared and sent to the Applicant.

If the new Site Plan Report, based on the most recent re-submission, indicates that additional information or other changes to the proposal are needed then the Applicant will need to further modify their proposal and re-submit it for review. If no further information or changes are needed, then the review process will proceed to the next step at B.4.8 Site Plan Approval.

### *B.4.7 Inactive Site Plan Files*

All Site Plan files, that are waiting on Applicant action for more than six months will be flagged as “INACTIVE”. The Planning Division will provide a letter to the Applicant indicating that the file has been inactive for 6 months and the file will be CLOSED after 2 more months of inactivity if the COB does not receive any further communication or instructions from the Applicant.



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If the Applicant wishes to pursue the Site Plan Review after the file has been CLOSED, then a new Site Plan application (and related new application fees) will be required to start the Site Plan Review process.

## *B.4.8 Preparing for Site Plan Approval*

If Planning staff determine that the proposal satisfies the various requirements and should be approved, then the following steps will take place:

### **B.4.8.1 Copies of Final Drawings**

Staff will ask the Applicant to provide copies of their final drawings (See chart in Section C.11 for the number of copies of paper and electronic versions) to be stamped;

### **B.4.8.2 Confirmation of Final Drawings**

Once the Applicant has supplied the final versions of the drawings (Note: Redline drawings cannot be used for Approval purposes.) those drawings will be reviewed and stamped by the applicable technical groups. If there are any issues with the final drawings, they will be returned to the Applicant to correct.

**Note: The Site Plan drawings are not approved or stamped and the *final Site Plan Approval is not provided until the pre-approval conditions outlined in the Site Plan Agreement have been satisfied.***

### **B.4.8.3 Prepare Notice of Conditional Approval Memo**

Planning staff will then use the final drawings to prepare a Notice of Conditional Approval (NCA) and send it to the Applicant with a copy to the COB Legal Services Department and Finance Development Administration.

### **B.4.8.4 Prepare Site Plan Agreement**

Based on the NCA the Legal Services Department will then prepare a new Site Plan Agreement or modify an existing agreement (as applicable).

### **B.4.8.5 Comply with “Prior to Approval” Conditions**

Owners (or Applicants as applicable) will need to comply with prior to approval conditions before Site Plan Approval is granted.

### **B.4.8.6 Final Approved Drawing Release**

The final approved drawings will be released once the Site Plan Agreement process has been completed. See sections B.4.11, B.4.12 and B.4.13.

## *B.4.9 Site Plan Refusal*

Throughout the Site Plan Review process (first discussions, PAC meeting, review of submissions, Site Plan Reports, etc.), Planning staff will provide the Applicant with advice about how to address issues to ensure that their proposal receives Site Plan Approval. If after several attempts by Planning staff asking the Applicant to address critical issues or provide additional information and the Applicant is unable or

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unwilling to address those issues, then the Planning Division may be required to issue a Site Plan Refusal.

### **B.4.9.1 Conditions Leading to a Site Plan Refusal**

A Site Plan Refusal will be considered if:

- After several discussions, communications, reports, etc. a proposal does not comply with the various requirements; and
- The Applicant does not wish to make requested changes to bring the proposal into compliance; or
- The Applicant indicates that they will not provide additional information to allow the review to proceed.

### **B.4.9.2 Receiving a Site Plan Refusal**

The process for a Site Plan Refusal will follow these steps:

- Refusal Warning: Planning Staff will inform the Applicant, via email/letter, (sent to the contact information as provided on the Application, as amended) that their Application will receive a Site Plan Refusal unless the issues previously identified are dealt with in the next 30 days or less;
- Opportunity to Avoid Refusal: If new material is submitted within 30 days, or less, that addresses the issues adequately then the Site Plan Review will proceed;
- Confirmation of Refusal: If new material submitted within 30 days, or less, does not address the outstanding issues, or if new material is not submitted within 30 days, or less, then the Refusal Letter will be sent.
- A Site Plan Refusal Letter to the Applicant will explain:
  - That their Site Plan Review has been completed, resulting in a “Refusal”;
  - The reasons for the Refusal;
  - That in order to have their proposal reviewed again they will need to submit a new Application (with related new application fees); and
  - They have an option to appeal the Refusal to the Ontario Municipal Board.

### *B.4.10 Planning Support for an Incomplete\* Application for a Building Permit*

If, after receiving a Notice of Conditional Site Plan Approval, an Applicant wishes to proceed with the submission of a building permit application while the final stages of the Site Plan Review, Agreement and Approval are still in progress, Planning staff are, upon Applicant request, able to provide the following items in support of an incomplete\* application to the COB Building Division for a Building Permit:

- A Substantial Completion Memo, which states that most of the Site Plan requirements have been satisfied and that Planning Division does not expect any further substantial changes to occur prior to release of the final Approved drawings;
- Release of specific drawings to facilitate the application for permit of stipulated elements. The drawings will have a statement indicating that in the opinion of Planning staff the drawings are appropriate for the purposes of supporting an incomplete\* application for a Building Permit but are not the final Site Plan Approved drawings.

The Applicant should be aware that it is at the discretion of the Chief Building Official as to whether they will accept an incomplete\* building permit application. In addition to the Substantial Completion



## Site Plan Review User Guide

Memo, the following plans and specifications are generally required for submission of an application for Building Permit:

- ✓ Legal property survey
- ✓ 2 Complete sets of drawings - architectural, structural, HVAC, plumbing, electrical and, where applicable, fire alarm system and sprinkler system with hydraulic calculations
- ✓ 1 Set of HVAC calculations and, where applicable, supplementary standard SB-10 forms
- ✓ 1 Copy of the soil engineer's report
- ✓ 2 Sets of specifications

For answers to Building Permit questions please contact: [building.inquiries@brampton.ca](mailto:building.inquiries@brampton.ca).

(\*Note: "Incomplete" per the Ontario Building Code Act)

### *B.4.11 Site Plan Agreement*

An integral part of the Site Plan Approval process is the establishment of a Site Plan Agreement between the Owner and the COB (and the Region of Peel, if applicable). Site Plan Agreements can include (but are not limited to) the following:

- ✓ Conditions and requirements that Owners must comply with:
  - Prior to receiving Site Plan Approval and release of Approved Drawings; and
  - As they carry out their development activities and prior to the release of securities;
- ✓ The provision of securities, such as letters of credit or deposits;
- ✓ Insurance policies needed to be in place for the duration of the agreement;
- ✓ Provision of Reference Plans (detailing property lines, easements, reserves and parcels to be conveyed;
- ✓ Required land conveyances, easements and lifting of reserves;
- ✓ Performance requirements;
- ✓ A process to ensure that if the agreed works are not completed by the Applicant, then the COB may complete the works, making use of the provided surety.
- ✓ Security deposits required in Site Plan Agreements are calculated based on the following, as applicable:
  - per linear metre of site frontage;
  - lot grading costs based on lot size;
  - per square metre of retaining wall or toe wall;
  - estimates (provided by Applicant and approved by COB) for landscape works;
  - estimates (provided by Applicant and approved by COB) for Public right-of-way works;
  - landscape works cost estimates;
  - storm water management Quality Fee-in-lieu Policy requirements.
- ✓ Legal fees and disbursements associated with the preparation and registration of the agreement and related activities, as outlined in the City's fee by-law.

## Site Plan Review User Guide

### B.4.12 *Legal and Financial Clearances*

After the COB Legal Services Department prepares the Site Plan Agreement they arrange for the following:

- Signatures from:
  - the Owner
  - the Region of Peel, if applicable
  - the City of Brampton
- Confirmation that:
  - Conveyances of stipulated lands have occurred
  - Required easements are established
  - Lifting of reserves are completed
  - Appropriate reference plan (R-Plan) has been prepared and deposited with Land Registry Office, if applicable
  - Required legal fees have been paid
- Registration of the Agreement with the Ontario Land Registry Office

The COB Legal Services Division will inform the Planning Division when all of these requirements have been met by the Applicant.

The COB Development Finance Division will confirm receipt of the following from the Owner (or Applicant as applicable):

- Letters of Credit or other financial securities;
- Insurance policies that must remain in force until the COB provides notice to the insurance company that the insurance is no longer needed (typically done at the same time as the final release of securities);
- Payments-in-lieu of certain stormwater management requirements, if applicable (reference Section C.13.13);
- Any other payments/requirements as noted in Schedule D to the Site Plan Agreement.

The COB Development Finance Division will inform the Planning Division when all of these requirements have been met by the Applicant.

***Note: If the Region of Peel (ROP) is a party to the Agreement the Applicant will have to satisfy all of the Region's requirements prior to the Region signing the Agreement. The Region's participation in the Site Plan Review is identified and explained to the Applicant during the PAC Meeting process.***

### B.4.13 *Site Plan Approval*

Once the pre-Approval requirements outlined in the Site Plan Agreement have been satisfied (as reported by the COB Legal Services and Development Finance Divisions) the Planning Division will apply the final Site Plan Approval stamp to the Site Plan Drawings. The Applicant will then be informed that the approved drawings are available for pick up.

# Site Plan Review User Guide

## B.4.14 Complying with Applicable Law Prior to Building Permit Issuance

Site Plan Approval (Planning Act, Section 41) is only one of the several areas of law that an Owner has to comply with prior to a Building Permit being issued. Other areas include (but are not limited to):

- ✓ Planning Act s.34 (Zoning By-law)
- ✓ Planning Act Pt. V1 (Division of Land)
- ✓ Planning Act s.45 (Minor Variance)
- ✓ Planning Act s.33 (Demolition of Residential Property)
- ✓ Environmental Protection Act s.168.3.1
- ✓ Ontario Heritage Act (various sections)
- ✓ Child Care and Early Years Act (Daycare centre with more than 5 children)
- ✓ Development Charges Act (see B.4.14.1)
- ✓ Planning Act s.42(6) (Cash in lieu of parkland – see B.4.14.2)
- ✓ Conservation Authorities Act (see B.4.14.3)
- ✓ Please refer to the Building Division website for more complete information regarding these and other requirements.

After all Applicable Legislation and other requirements are met and a Building Permit has been issued then construction can take place.

### B.4.14.1 Development Charges

The Owner is advised that development charges (payable to COB, but collected on behalf of the COB, the Region of Peel and the Boards of Education) may be required according to the requirements of development charges by-laws. These payments are payable prior to the issuance of a Building Permit and at the rate applicable at the time of issuance of the first permit.

For further information on Development Charges visit [http://www.brampton.ca/EN/Business/planning-development/development\\_charges/Pages/welcome.aspx](http://www.brampton.ca/EN/Business/planning-development/development_charges/Pages/welcome.aspx) or email [admin.development@brampton.ca](mailto:admin.development@brampton.ca).

### B.4.14.2 Cash-in-Lieu (CIL) of Parkland Dedication

The Owner is advised that cash-in-lieu of Parkland Dedication may be required (in accordance with the Brampton Parkland Dedication By-law). These payments are payable prior to the issuance of a Building Permit and at the rate applicable at the time of issuance of the first permit.

For additional information on the applicability of Parkland Dedication or cash-in-lieu to your proposed activity please consult <http://www.brampton.ca/EN/Business/planning-development/parks-natural-areas/Pages/ParklandDedicationBylaw.aspx> or email any questions to the manager of Realty Services at: [cil@brampton.ca](mailto:cil@brampton.ca).

**Note: Depending on the nature and location of your project the process for determining these charges (Development and/or Parkland) may require several days to research the history of the property to calculate the final amounts that are payable. Please contact [admin.development@brampton.ca](mailto:admin.development@brampton.ca) to learn what is required in your specific situation.**

### B.4.14.3 Environmental Site Assessments

Owners (or their agents as applicable) need to be aware that environment reviews, such as a Record of Site Condition, may be required prior to issuance of a Building Permit. As these studies may take some time to complete it is prudent to address these requirements as early as possible to avoid them causing a delay with the issuance of the Building Permit.



## Site Plan Review User Guide

### B.4.14.4 Additional External Agencies Review Processes

Owners (or their agents as applicable) need to be aware that the proposal being reviewed by the COB may be subject to other external commenting agencies' review and approval processes (which may involve separate applications and fees for each agency). Applicants are required to contact those agencies that are impacted by this proposal to determine what applications, reviews, approvals or permits may be required.

- ✓ Adjacent Municipalities and Regional Governments:
  - Caledon, Halton Hills, Mississauga, Toronto, Vaughan
  - Halton, Toronto, York
  - Region of Peel 905-791-7800  
(See detailed Peel guidance in next section.)
- ✓ Conservation Authorities
  - Credit Valley 905-670-1615
  - Toronto and Region 416-661-6600
- ✓ Ontario Ministries of:
  - Environment 416-325-4000
  - Infrastructure Ontario 877-863-9672
  - Natural Resources 905-713-7400
  - Transportation 905-704-2989
- ✓ Railways
  - CN Rail 905-760-5007
  - Orangeville and Brampton 416-807-0948
- ✓ Air Navigation Authorities
  - Greater Toronto Airports Authority 416-776-3000
  - Nav Canada [landuse@navcanada.ca](mailto:landuse@navcanada.ca)
- ✓ Various Utilities
  - Alectra Utilities 905- 840-6300
  - Telephone companies Various
  - Cable companies Various
  - Gas distribution/transmission companies Various

### B.4.14.4 Region of Peel Requirements

Certain Site Plan applications are circulated to the Region of Peel for their review. For proposals that impact Region of Peel areas of responsibility or infrastructure Applicants will need to provide the Region with drawings and materials to support their review process. The following links provide guidance on the Region of Peel's requirements:

- ✓ Peel Approval Information see: <http://www.peelregion.ca/planning/business/developapp.htm>
- ✓ Peel Application Requirements see: <http://www.peelregion.ca/planning/business/pdf/regional-requirements-development-applications-fee-increase.pdf>
- ✓ The Waste Collection Design Standards Manual is available at:  
<http://peelregion.ca/pw/standards/design/waste-collection-design-manual-2016.pdf>
- ✓ For the location or records of existing water and sanitary sewer Infrastructure please contact Records at 905-791-7800 extension 7882 or by e-mail at [PWServiceRequests@peelregion.ca](mailto:PWServiceRequests@peelregion.ca)



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- ✓ For Underground Locate Requests please go to the following link:  
<https://www.peelregion.ca/pw/locaterequest/>
- ✓ Site Servicing Submission Requirements can be found on-line at:  
<http://www.peelregion.ca/pw/other/standards/linear/procedures/pdf/site-plan-process2009.pdf> or contact Site Plan Servicing at 905-791-7800 extension 7973 for further information or answers to questions.
- ✓ The Region's Water Design Criteria can be found at the following link:  
<http://www.peelregion.ca/pw/other/standards/linear/design/pdfs/water-design.pdf>
- ✓ The Region's Sanitary Sewer Design Criteria can be found at the following link:  
<http://www.peelregion.ca/pw/other/standards/linear/design/pdfs/sani-sewer.pdf>
- ✓ Refer to the Standard Drawings to determine which standards are applicable to your project. They are found on-line at: <http://www.peelregion.ca/pw/other/standards/linear/drawings/>

### **B.4.14.5 City of Brampton Additional Information**

- |  |  |
|--|--|
| <input type="checkbox"/> Accessibility Standards               | <a href="mailto:accessibility@brampton.ca">accessibility@brampton.ca</a>         |
| <input type="checkbox"/> Brampton Transit                      | 905-874-2750   |
| <input type="checkbox"/> Development Charges                   | <a href="mailto:admin.development@brampton.ca">admin.development@brampton.ca</a> |
| <input type="checkbox"/> Heritage Planning                     | <a href="mailto:heritage@brampton.ca">heritage@brampton.ca</a>                   |
| <input type="checkbox"/> Parkland Dedication (Cash-in-Lieu)    | <a href="mailto:cil@brampton.ca">cil@brampton.ca</a>                             |
| <input type="checkbox"/> Public Works – Road Occupancy Permits | 905-874-2500   |
| <input type="checkbox"/> Urban Forestry – Tree Cutting         | 905-874-2906   |

### *B.4.15 Construction Phase after Building Permit Issuance*

During the Construction phase the Owner completes the project according to the approved plans, conditions and requirements stipulated in the registered Site Plan Agreement.

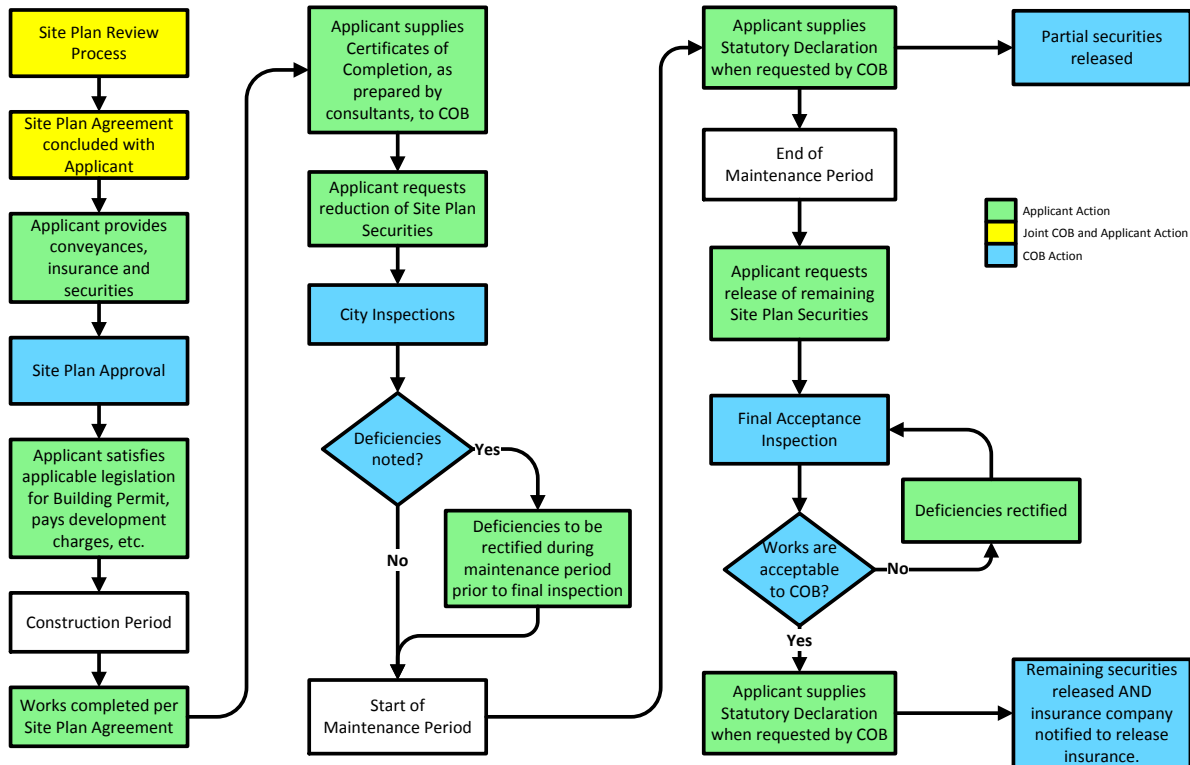
- ✓ The Owner is required to retain qualified consultants to supervise all aspects of the works. The COB may, at its discretion, inspect the work from time to time and report any deficiencies to the consultant.
- ✓ The Owner must maintain the required insurance throughout the Construction and Maintenance Phases of the project. Notices of annual insurance renewals must be sent to the COB to the COB Development Finance Division at [admin.development@brampton.ca](mailto:admin.development@brampton.ca) .
- ✓ **Additional Permit Requirements**  
The Owner (or their agent) is advised that when work is carried out there may be additional permit requirements that require separate applications to specific responsible agencies. These include (but are not limited to): Conservation Authority Development Permits; Region or COB Works Road Occupancy Permits; underground service connection permits or Provincial MTO Building Permits. These agencies should be contacted directly to clarify if and when permits are required.

# Site Plan Review User Guide

## B.4.16 Inspections, Maintenance Phase and Securities Reduction or Release

The following process map illustrates the steps involved in requesting reductions and full release of securities held by the COB relating to a specific Site Plan Agreement after the construction phase is completed.

### COB SITE PLAN REVIEW PROCESS POST CONSTRUCTION PHASE DETAIL



#### B.4.16.1 Completion Certificates

As the construction phase reaches completion, the Owner (or their agent) must supply “as-built” or “as-constructed” drawings and Certificates of Completion for different completed components, as prepared by appropriate consultants (such as: Landscaping Works; Engineering and Site Grading Works; Architectural Works; and other activities) to [open.space@brampton.ca](mailto:open.space@brampton.ca).

Templates for these certificates can be found at: <http://www.brampton.ca/en/Business/planning-development/Pages/site-plan-inspection.aspx>

A manual for submitting “as-built” drawings can be found at:

<http://www.brampton.ca/EN/residents/Roads/engineering-construction/Pages/digital-submissions.aspx>

#### B.4.16.2 Applying for an Initial Reduction in Site Plan Securities

After all certificates of completion have been submitted to the COB, the Owner (or their agent) may apply for a partial reduction of securities by:

- Sending an email to [open.space@brampton.com](mailto:open.space@brampton.com) outlining the following:

## Site Plan Review User Guide

- ✓ On the Subject Line: “Request for Reduction in Securities” *with Site Plan Number*
- ✓ In the Body of the email:
  - Request that the process for a reduction in securities be started
  - Indicate that all certificates of completion and that all “as-built” or “as-constructed” drawings and records have been submitted
  - Provide contact information to allow city staff to follow-up on your request
  
- Upon receipt of the emailed request for a reduction in securities staff will arrange with the appropriate technical units with the COB to conduct reviews and or inspections of the site to confirm if construction has been completed according to the requirements contained in the Site Plan Agreement.
  
- Any deficiencies noted during the inspections will have to be corrected by the Owner prior to final release of securities.
  
- After these initial inspections a Maintenance Period begins and lasts for 1 year or 1 full growing season, whichever is appropriate. At this time staff will recommend that the request for reduction in securities be approved. A minimum 10% security holdback will be retained during the Maintenance Period. During this time any noted deficiencies should be addressed.
  
- After approvals have been received from the various technical units COB Development Finance will send an email to the Owner to ask them to provide a Statutory Declaration document (made before a Commissioner of Oaths) indicating the following:
  - ✓ All required works have been completed or installed pursuant to the Site Plan Agreement;
  - ✓ All works have been paid for;
  - ✓ No one is entitled to a claim or lien in respect of labour or materials supplied in respect of such work.

***Note: As Statutory Declarations are only valid for 30 days do not send in a Statutory Declaration until instructed to do so by COB Development Finance staff.***

- Once the COB Development Finance Division receives the Statutory Declaration and all internal approvals they will inform the financial institution that the subject securities can be reduced.

### **B.4.16.3 Applying for a Final Reduction in Site Plan Securities**

At the end of the Maintenance period the Owner (or their agent) can apply to have the remaining securities released by following the same steps outlined above in the initial application for a reduction of securities.

***Note: Final inspections can only take place prior to October 15 or after foliage is in full leaf the following Spring.***

Once the COB Development Finance Division requests and receives the final Statutory Declaration from the Owner they will inform both the financial institution and the insurance company that the subject securities and insurance can be released.

# Site Plan Review User Guide

## C. SUBMITTING AN APPLICATION FOR SITE PLAN REVIEW

### C.1 Limited Site Plan Review Stream

To follow the Limited stream, the Applicant needs to supply professionally prepared drawings (site plan, elevation, or other drawings as applicable) and materials sufficient to describe the planned activity, a completed Application Form (Appendix B) and pay a fee. Please refer to Sections B.3 for review process steps information and Section C.6 for submission requirements.

### C.2 Pre-Application Consultation (PAC) Meeting for Basic/Full Site Plan Applications

Site Plan Reviews involve the coordination of several technical disciplines to review the proposed plans. The most effective method of ensuring a rapid review by all of the disciplines is to submit sufficient information as early in the process as possible.

To ensure Site Plan Application submissions are as complete as possible, both the BASIC and FULL Site Plan Review streams require an Applicant to participate in a PAC meeting with COB staff before they submit a Site Plan Review Application.

During the PAC meeting the proposed development activities will undergo a preliminary technical review and the Applicant will be given guidance on what materials they will need to submit for a Basic or Full Site Plan Review Application. Major issues with the proposal and probable conditions to be inserted in a Site Plan Agreement will also be discussed at the PAC meeting.

Request a PAC meeting by:

- Consulting with the Information Planner, on the 3<sup>rd</sup> floor of City Hall;
- Completing an Application Form (Appendix B);
- Providing sufficient drawings to describe the proposal (see Section C.11); and
- Paying a fee.

A PAC meeting date will be provided to the Applicant within 2 business days of submitting the PAC Meeting Request. PAC meetings are held on Tuesday afternoons and scheduled approximately 2 weeks after the date of meeting request to allow sufficient time for a preliminary technical review of the proposal to occur prior to the PAC meeting.

### C.3 Using the Basic SP and Full SP Submission Checklist and PAC Comments

At the end of the PAC Meeting, the Applicant will be given a Site Plan Application Submission Checklist. The Applicant will use this Checklist to assemble their application package and the COB will then use the same checklist to confirm that all of the required elements are included in the application before accepting the submission.

Within 2 business days following the PAC meeting the Applicant may also receive an email from the assigned Planner with additional comments, if any, regarding their application. The Checklist and Comments will include:

- Description of issues that will need to be dealt with in the submitted plans;





# Site Plan Review User Guide

- Itemization of any required specific information (drawings, studies, reports, etc.) that will be needed in addition to those items listed on the Checklist;
- Conditions that will likely be included in the final Site Plan Agreement; and,
- The requirement for external agencies reviews and/or a Sustainability Assessment.

***Note: If the Applicant is notified by Planning staff at the PAC (or in the Checklist or Comments following the PAC) that their proposal has some key issues, issues that might result in a Site Plan Refusal if not addressed, the Applicant should not submit a Site Plan Application until those issues are addressed.***

## C.4 Basic Site Plan Review Stream

The Basic Site Plan review stream assesses lower complexity proposals with a tailored process that provides specific technical reviews for the type of proposal being reviewed, such as:

- Infill Mature Neighbourhood projects;
- Proposals in the Main Street South or Crescent Hill areas;
- Telecommunications Tower Concurrence Letters;
- Site Plan Review as a condition of a Committee of Adjustment decision;
- Small changes to existing industrial, commercial, institutional or multi-residential buildings and their related Site Plan Approvals and/or Agreements;
- Condominium conversions; or,
- Other proposals that only require a scoped set of technical reviews.

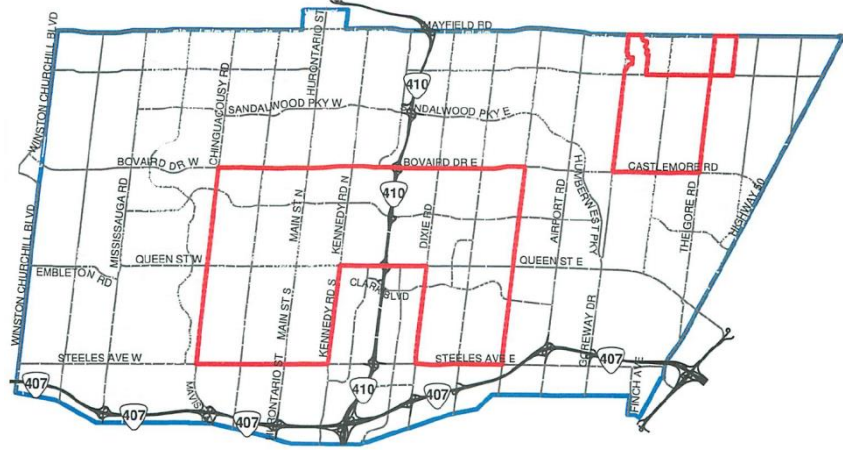
The first step in applying for a review under this stream is to request a Pre-Application Consultation (PAC) meeting (see Section C.2) with an Assigned Planner. At the PAC meeting an initial review of the proposal will be conducted and the Applicant will be told what additional materials need to be included in the Basic Site Plan Application submission. To use the Basic stream, the Applicant will need to complete and submit an Application form, supply professionally prepared drawings and materials and pay the appropriate fee.

***Note: The completed Application Form supplied for the PAC Meeting Request can be re-used by the Applicant when the Basic Site Plan Application is submitted to the COB. Any changes and corrections should be made on the form prior to submission.***

# Site Plan Review User Guide

## C.4.1 Infill Mature Neighbourhood Projects

Projects of 50 square metres or greater, (new buildings, additions or replacements) and detached garages for single-family dwellings, occurring in the red highlighted areas on the map, follow a specialized version of the Basic Site Plan Review process. Please refer to the instructions in Appendix D.



## C.4.2 Telecommunications Tower Proposals

These proposals follow a specialized version of the Basic Site Plan review process. Please refer to Appendix E for the specific protocol used in conducting a review and in preparing a Concurrence Letter.

## C.5 Full Site Plan Review Stream

Applicants with proposals that require a comprehensive set of technical reviews, including those by outside agencies, such as new buildings or major changes to existing industrial, commercial, institutional or multi-residential buildings and usually require the preparation of a new Site Plan Agreement will require the Full Site Plan Review Stream.

The first step in applying for a review under this stream is to request a Pre-Application Consultation (PAC) meeting (see Section C.2) with an Assigned Planner. At the PAC meeting an initial review of the proposal will be conducted and the Applicant will be told what needs to be included in the Full Site Plan Application submission, such as:

- Missing information, e.g. additional drawings, studies or reports;
- Major issues that need to be addressed in the Full Site Plan Application;
- Potential conditions that could be included in a Site Plan Agreement;
- The requirement for a Sustainability Assessment (Score and Summary), as required;
- The requirement for external reviews, as required.

To use the Full stream, the Applicant will need to complete and submit an Application Form, supply professionally prepared drawings and materials and pay the appropriate fee.

**Note: The completed Application Form supplied for the PAC Meeting Request can be re-used by the Applicant when the Full Site Plan Application is submitted to the COB. Any changes and corrections should be made on the form prior to submission.**

# Site Plan Review User Guide

## C.6 Submission Requirements

With minor variations depending on the specific Site Plan review stream being followed, the following items are required when submitting a Request for a PAC Meeting or applying for a Site Plan Review:

- Completed Application Form
  - Not required for the “Exclusion from Site Plan Control” stream
  - Used for Limited, PAC, Basic and Full
  - See Application form in Appendix B
- Cover letter that describes the proposal in detail
- Submission Checklist and PAC Comments
  - Received at PAC for use with Basic and Full applications
  - Materials required for PAC are also listed in the table found in Section C.11 below.
  - PAC Checklists and Comments are only valid for a period of six (6) months from the PAC meeting date.
  - Not required for “Limited Site Plan Review” stream
- Fee
  - See Section 7 on page 11 of the Site Plan Review Application Form in Appendix B for the fee calculation worksheet.
  - The Applicant’s fee calculation must be sent by email to the Assigned Planner for confirmation prior to the submission of the application.
  - Required fees are only accepted after the Assigned Planner confirms that the Application contains all of the required materials.
  - Payment for the Pre-Calculated and Confirmed Fee (cheque, credit/debit card, cash)
  - Not required for “Limited Site Plan Review” stream, until further notice.
- Pre-scheduled meeting time for application submission
  - Applicant must arrange a meeting time with the Assigned Planner to submit application and submission materials
  - The fee calculation confirmation should be done prior to arranging the meeting time.
- Drawings, Reports and Studies – Paper and Digital Versions (pdf and CAD)
  - Basic requirements as stipulated in Sections C.8 and C.11 below
  - Additional requirements as requested in PAC Checklist and Post-PAC Comments for Basic and Full applications
  - Digital submissions must comply with the Digital Submission Standards found in Appendix A.

## C.7 Completeness of Information Provided

The *Planning Act* requires that the information provided for Site Plan review be sufficient to display the proposed plans. Both at the point of submission and during the review process the Planning Division and other technical staff will evaluate the sufficiency of the supplied information and may request additional detail or materials to allow the review process to continue. Any additional materials required to complete the review process are to be provided at the Applicant’s expense.

***Note: To avoid the need for costly multiple submissions of information, which add significant delay to the review process, the COB recommends that Applicants provide as complete information as possible and as early in the process as possible.***

# Site Plan Review User Guide

**Note: To ensure efficient and effective processing of Site Plan reviews the COB cannot accept submissions that do not contain all of the required items (in the required paper and digital formats) outlined in the Checklist and Comments that are provided to the Applicant after the PAC meeting.**

## C.8 Completing the Site Plan Review Application Form

The Site Plan Review Application Form (Appendix B) must be used for all Site Plan review streams that require a formal submission, i.e. it is not required for the Excluded from Site Plan Control stream. Please ensure to complete all applicable sections before submitting, as the PAC Meeting or Site Plan Review processes cannot start until complete information, all identified required materials, and appropriate fees are provided.

**Note: In preparing submission material, including the Application form, it is important to remember that providing clear, unambiguous and comprehensive information will minimize the need for additional information requests and will assist in a more rapid processing of the Site Plan Review.**

### Application Form Section 1 – Applicant and Owner Information

The Application form can be completed by the registered Owner or their agent as Applicant. If an agent is submitting the proposal for review, then the Agent's information must be included in the Owner(s) Authorization in Section 5 of the form.

Correspondence and/or notices from the City in respect of the Site Plan Review process will be directed to the registered Owner(s) in accordance with the information provided in the Site Plan Review Application Form, as amended, or where an agent is acting as Applicant, the Applicant unless otherwise required by applicable law. For these purposes, all registered non-individual Owner(s) (i.e. partnerships, corporations) shall provide a *project or development name* in Section 1 of the Site Plan Review Application Form.

**Note: The Applicant has the responsibility to advise the COB of any changes to the information provided regarding owners' and agents' names, addresses, email addresses and telephone numbers, etc. to ensure uninterrupted communications during the review process.**

### Application Form Section 2 – Site Information

Provide as much information as possible to properly identify the location and lot of the proposed development activities.

### Application Form Section 3 – Proposal Information

Provide sufficient information to describe the scale and scope of the proposed development activities.

### Application Section 4 – Planning Information

Required or "pending" Planning applications for adjustment or other applications, designations etc. need to be included on the Application form and discussed with Planning staff to understand their impact on the Site Plan Review process. These processes (conducted in either a parallel or sequential fashion) might add unnecessary delays if they are not coordinated with the Site Plan Review process.

# Site Plan Review User Guide

## Application Form Section 5 – Registered Owner(s) Authorization

The Application can be completed by the registered Owner or their Agent as Applicant. If an Agent is submitting the application, then the written authorization of the Owner(s) must be provided (per Planning Act) by completing this section.

## Application Form Section 6 – Applicant’s Acknowledgement and Declaration

The Owner(s) (or their agents on the Owners’ behalf) acknowledge that:

- ✓ The submitted materials were prepared according to the instructions in this Guide and any additional referenced guidelines and materials;
- ✓ A submitted application is not considered complete until Planning staff have determined that they have sufficient information to provide a response to the application;
- ✓ The submitted materials associated with the application are considered to be public information and may be released without seeking permission from the Applicant;
- ✓ The material provided in the application submission is a true and complete representation of the proposal.

## Application Form Section 7 – Fee Calculation

This calculation sheet is provided to assist in determining the required fee for processing the selected Site Plan Review. The Applicant is required to complete the calculation and have it confirmed by the Assigned Planner when they arrange their application submission appointment time. The review fee is non-refundable and will only be accepted after the Assigned Planner confirms that the application contains the required elements (in the correct digital formats and number of paper copies) as identified in the Checklist and any Comments from the PAC meeting.

Fee payment can be made with: cash; debit or credit card; and by cheque.

The initial fees are subject to review and correction during the Site Plan Review process. If fees are adjusted during the review (either an increase or decrease) then additional payments or refunds will need to be addressed prior to the release of approved drawings.

## **C.9 Arranging for Fee Confirmation and Application Submission Appointment**

In order to ensure a rapid review of your proposal the COB requires that all Site Plan submissions undergo an incoming inspection to confirm there is sufficient information prior to acceptance of the package to ensure that the review can be conducted without delay.

Prior to contacting the Assigned Planner to make a submission appointment the Applicant is asked to complete the Fee Calculation sheet in Section 7 of the Application Form. Email the Fee Calculation with the related site plan drawing to the Assigned Planner. The Assigned Planner will confirm or correct the Fee Calculation.

After the fee is confirmed the Applicant and Assigned Planner can agree on a mutually convenient time to meet to conduct the incoming application inspection.

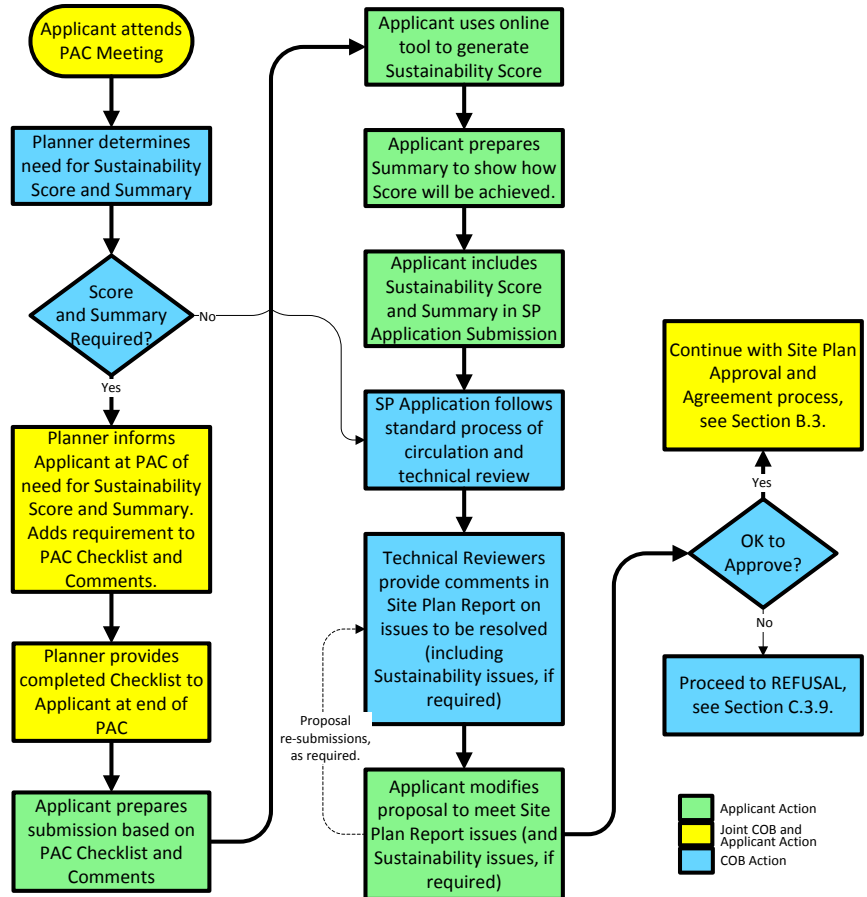
# Site Plan Review User Guide

## C.10 Sustainability Assessment

Improving the environmental sustainability of our city occurs at all stages of development from conceptual design right through construction by making choices that will improve the natural and built environment.

The Sustainability Assessment is designed to help Applicants incorporate sustainability in a range of areas from the physical layout and preservation of natural features to choices about the use of materials and technology when they make decisions about their proposal.

In support of the COB's commitment to elevate the level of sustainable development within our city, Applicants (generally those involved in Full Site Plan Reviews) are required to answer questions about their proposal by completing the Sustainability Assessment Tool (SAT) and by submitting a Sustainability Summary with their Site Plan Application.



Brampton's three (3) Sustainability Threshold Scores for Site Plan applications are:

Score Level	Threshold
Gold	70 + points
Silver	53 to 69 points
Bronze	35 to 52 points

Although achieving higher threshold levels are desirable all Site Plan Applications that require a Sustainability Score must strive to achieve at least a minimum Bronze score level.

**Note: Only development proposals that meet certain criteria are required to provide a Sustainability Assessment with their proposal. Applicants will be informed during the PAC Meeting about whether their proposal meets the criteria.**

For more information and to complete the assessment, please visit the COB Sustainability webpage at [www.brampton.ca/measuring-sustainability](http://www.brampton.ca/measuring-sustainability) and complete the questionnaire. Once completed it can be saved, printed and attached (with the Summary) to the Site Plan Application submission.



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## C.11 Submitted Drawings or Other Materials – Required Media and Digital File Formats

This table specifies the type, number and format of materials needed by each Site Plan Review Stream:

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

**Notes:** 1: All drawings are to be prepared according to the Drawing Requirements in section C.13 below.  
 2: All paper drawings are to be supplied individually folded in 8½" x 11" format. **Rolled drawings cannot be accepted.**  
 3: A scanned or digital copy of the original completed application form, drawing, report or other item in pdf file format.  
 4: To be supplied on CD, DVD or USB memory stick or make arrangements to email to the appropriate person.  
 5: See Digital Submission Standards (DSS) in Appendix A. Questions on DSS can be sent to [gis.planning@brampton.ca](mailto:gis.planning@brampton.ca).  
 6: Preferred format for Confirmation of Exclusion site plans is an electronic version (PDF) of 11" x 17" drawings.

## C.12 Additional Materials

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

Acoustical Report (or Noise Impact Study)  
 Arborist Report (Tree Survey/Preservation Plan)  
 Archaeological Assessment and/or Study  
 Concept Site Plan and/or Tertiary Plan  
 Environmental Impact Study/Report  
 Environmental Implementation Report  
 Facility Fit Plan  
 Financial Impact Study  
 Functional Servicing Report  
 Geotechnical Report  
 Heritage Impact Statement/Assessment/Permit  
 Hydrogeological Report  
 Landscape Works Cost Estimate  
 Lighting/Photometric Plan, Light Spread Pattern  
 Market Impact/Planned Function Study  
 Master Environmental Servicing Plan  
 Park Concept Plan  
 Planning Justification Report

Sediment/Erosion Control Plan  
 Site Remedial Studies which may include:  
 - Phase I Environmental Site Assessment ESA  
 - Phase II ESA  
 - Record of Site Condition  
 - Remedial Work Plan  
 - Site Clean-up Report  
 Sun/Shadow Study or Diagram  
 Storm water Management Brief and/or Report  
 Sustainability Score and Summary  
 Top of Bank Demarcation  
 Traffic Impact Study  
 Tree Evaluation Report  
 Tree Preservation Plan  
 Truck Swept Path Plan  
 Urban/Civic Design Brief  
 Vegetation Study  
 Vibration Analysis



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### C.13 Drawing Requirements

Materials and drawings being submitted for Site Plan Review are required to be professionally prepared and where applicable, stamped by registered engineers, Ontario Land Surveyors or licensed Architects.

All digital versions of drawings are to comply with the Digital Submission Standards found in Appendix A.

The following list describes the minimum elements required for the various submitted materials – Applicants may be asked for additional details or materials during the Site Plan Review process.

#### C.13.1 All Drawings must contain:

- Title Block:
  - Title of drawing
  - City File Number (SP\_\_-\_\_.\_\_)
  - Date of Drawing and/or Version
  - Legal and/or municipal address (concession and lot number, project name, registered plan, block and reference number whenever applicable)
- Scale 1:200 (Option to use 1:500 where required) *(Not applicable to elevation drawings)*
- All measurements shall be in metric units only
- North arrow *(Not applicable to elevation drawings)*
- Key plan showing the location of the site within the City of Brampton with reference to the nearest intersection of public roads *(Not applicable to elevation drawings)*

#### C.13.2 All Site Plan Drawings (in addition to C.13.1) must contain:

- Summary statistics showing:
  - Gross site area
  - Gross building floor area (existing and proposed)
  - Building coverage ratio
  - Landscape area ratio
  - Parking calculations
  - Floor area to be demolished
  - Density and breakdown of different uses
  - Sustainability Score
- Location and dimensions of all existing and proposed buildings, including porches and accessory structures.
  - Dimensions of front, side and rear yards and the distance between each building on the subject site and between buildings on the subject site and abutting properties.
  - Building setbacks to all lot lines
  - Location of existing and proposed service lines (i.e. gas, water, sewer)
- Location of temporary construction and material storage
- Rights-of-Way and Abutting Properties:
  - Any existing and/or proposed street widening and 0.3 metre reserves.
  - Abutting road right-of-way width including the location and width of traffic islands, hydro poles, fire hydrants, and sidewalks where applicable.
  - Identify abutting land uses (zoning) and occupants if applicable.



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- Easements or rights-of-way are to be shown on plan and identified as to whom the easement is in favour of and what restrictions on planting, building, access, parking, etc. are in force.
- All existing and proposed driveways of the subject site and existing accesses and driveways of adjacent properties including accesses and driveways of properties on the opposite side of the road to that of the subject site.
- All existing and proposed boulevards and walkways are to be dimensioned
- Existing and proposed pavement markings
- Existing and proposed streetlight locations
- Location of any existing or proposed Transit facilities (i.e. bus pad, shelters, etc.)
- Location, layout and dimensions of:
  - All hard surface driveways, walkways and patios, parking spaces, aisles and driveways, including: accessible parking, employee parking, visitor parking, one-way drive, fire route, etc., wherever applicable.
  - Accessible parking spaces' access aisles, pavement hatching markings, curb cuts and accessible parking sign locations.
  - Pedestrian access and walkways to structures.
  - Garbage disposal facilities (including design of facilities).
  - Accessory structures, transformers, cabinets, etc.
  - Identify snow storage areas.
  - All signs, including regulatory and traffic control signs.
  - All on-site pavement markings.
- For fire protection purposes, provide:
  - The building code classification data, fire route, the location of any existing hydrants within 152m of the proposed building face and the proposed location of additional hydrants whether on public or private lands, the location of fire department (Siamese) connections, and identify the principle entrance to each building.
  - The size and location of existing and proposed water mains, sewers and any other services whether on or abutting the property.
  - Fire routes with the following required items:
    - a clear width not less than 6 m, unless it can be shown that lesser widths are satisfactory;
    - a centreline radius not less than 12 m; and
    - an overhead clearance not less than 5 m.
    - required signage size to be the same as "No parking" of 30cm x 45cm.
- Landscaping and Fencing:
  - Proposed landscape area and general treatment such as berms, planting, sodding and walkways, etc.
  - Location, size, species and condition of existing trees and shrubs (if applicable)
  - Location, size and species of proposed trees and shrubs (if applicable)
  - Define and detail all paving materials and paver types
  - Height and design of all existing and/or proposed fences and/or walls.

### C.13.3 All Site Servicing and Grading Plans (in addition to C.13.1) must:

- Be stamped by a Civil Engineer licensed to practice in the Province of Ontario.
- Comply with COB Standard #422.
- Contain a Geodetic Benchmark.
- Ensure that all drawings (e.g. between Servicing and Grading Plans) are consistently detailed.
- For Un-Assumed Subdivisions have:



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- A stamped approval by Subdivision Consulting Engineer (SCE):
- The SCE must certify that the property line, grading and storm water management design conforms to the approved subdivision engineering plans and drainage design.
- All drawings and the storm water management report must be stamped with the following wording: “The proposed lot grading and drainage is approved as being in conformity with the overall approved grading plans for the subdivision.”
- Indicate all watercourses, swale, culvert, retaining wall, embankment, catch basin and other manmade or natural features on or adjacent to the site.
- Indicate grades with arrows and percent slope on laneways, parking/landscape surfaces and drainage swales.
- Indicate finished floor elevations of buildings on adjacent properties on the grading plans.
- Existing Features:
  - Existing and proposed contours and/or spot elevations on both the site and on adjacent properties.
  - Existing road centre line and top of curb elevations of frontage street must be shown at 20 metre intervals.
  - Indicate any existing above ground utilities and trees within and around the site.
  - Indicate any existing 0.3 metre reserves across the frontage of the site (or flankage) and all road widenings required by the COB, Region or M.T.O.
  - Existing and proposed entrance width and curve radii are to be dimensioned.
  - All existing driveway locations adjacent to the site or across the road must be shown.
  - Location of all existing and proposed curb cuts and sidewalks must be identified.
  - Existing curb cuts that are no longer required must be reinstated to O.P.S.D. or COB standards, as required.
  - Existing ground elevations for 5 and 10 metres outside of property line at 20 metre intervals must be provided and the direction of drainage on the adjacent lands must be shown to the satisfaction of the Director of Engineering and Development Services.

### *C.13.4 All Building Elevations (in addition to C.13.1) must contain:*

- Grade level
- Type and colour of external building materials
- Roof slopes
- Building dimensions (including building height)
- Line of Sight drawings (required when rooftop units are proposed)

### *C.13.5 All Floor Plans (in addition to C.13.1) must contain: (Floor plans are requested by Planning during Site Plan Review for information purposes only.)*

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



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### C.14 Design Requirements, Guidelines, Customary Conditions and Considerations

The following sections provide a summary of requirements. Please refer to any detailed guidelines that might be referenced in each section.

#### C.14.1 Heritage

- Archaeological assessment(s) are required on lands that hold archaeological potential in order to ascertain the presence or absence of archaeological resources. The archaeological assessment process will inform the Site Plan review by City Planning staff.

The requirement to provide an archaeological assessment is based on the legislative authority stemming from: the *Ontario Heritage Act*, Section 2 (d) of the Planning Act, Section 2.6.3 of the Provincial Policy Statement (2005), Section 4.9.6 of the City of Brampton's Official Plan, the Environmental Assessment Act (1997), the Environmental Protection Act, O.Reg.359/09, the Aggregate Resources Act, the Cemeteries Act, Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33.

- If archaeological resources are present, an archaeological assessment will evaluate the cultural heritage value or interest of a site. If a site is determined to have cultural heritage value or interest, the assessment will outline measures to mitigate the impact of development on these resources.
- Mitigation measures may include on-site preservation and avoidance of an archaeological site entirely. If protection of a site is not possible, mitigation can also involve full documentation and removal through excavation.
- New construction must be compatible with any cultural heritage resources on the subject site or on lands adjacent to the site and must comply with the requirements detailed within an obtained Heritage Permit.

#### C.14.2 Environmental Sustainability

- The City of Brampton is committed to providing a healthier, resilient and more livable city. A key component in achieving this goal is ensuring that new development incorporates environmental sustainability. The Sustainable Community Development Guidelines (SCDGs) provide guidance on how to improve the environmental performance of new development, and promote:
  - Designing the built environment in a manner that ensures the development contains the components of a community that facilitate active transportation and improves the overall health of its residents.
  - Ensuring site accessibility from a variety of transportation modes.
  - Conserving and enhancing the natural heritage system to ensure the health of the environment and support recreational and cultural opportunities.
  - Reduced waste and, water and energy use.
- Applicants should review the SCDGs in their entirety when preparing their Site Plan. They can be found at: <http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Documents/SCDG.pdf>
- Following the SCDGs will also improve your Sustainability Score as described in Section C.10.



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### C.14.3 Urban Design

- Principles of Urban Design
  - Urban design involves subjective matters related to the visual character, aesthetics and compatibility of land use and to the qualitative aspects of development. The tangible elements of urban form, being the built environment and open space, shall be designed in an efficient and attractive manner to enhance the well-being of residents and reflect the Official Plan vision.
  - Good urban design also plays a key role in creating environmentally sustainable communities. Essentially, the built environment and the way it is designed can influence a person's lifestyle choices which, when considered on a much broader scale, can contribute to either the success or failure of achieving sustainability goals within a community.
  - The following sections provide summarized guidelines that apply to all building types.
  
- Urban Design Guidelines
  - The City of Brampton 2006 Official Plan incorporates Urban Design guidelines for the City. Development proposals will be assessed against the O.P. Policies 4.11 Urban Design found at: [http://www.brampton.ca/EN/Business/planning-development/policies-master-plans/Documents/Sept2015\\_Consolidated\\_OP.pdf](http://www.brampton.ca/EN/Business/planning-development/policies-master-plans/Documents/Sept2015_Consolidated_OP.pdf)
  - In 2003, Council endorsed Development Design Guidelines (DDGs). The DDGs provide minimum design standards that should be met by all developments in Brampton.
  - The DDGs also provide specific design guidelines for the following building types:
    - For single detached houses, refer to Architectural Control Guidelines found at: <http://www.brampton.ca/EN/Business/planning-development/Documents/CD/UD/UDS/Brampton%20ACGGRRD%20080717%20final.pdf>
    - For townhouses, refer to Transit-Supportive Townhouse Design Guidelines found at: <http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Documents/Transit-SupportiveTownhouseDesignGuidelines.pdf>
    - For automotive service centre and drive-through facilities, refer to Automotive Service Centres Guidelines found at: <http://www.brampton.ca/EN/Business/planning-development/Documents/CD/UD/UDS/AutomotiveServiceCentresGuidelines.pdf> and the Drive-Through Facilities Guidelines at: [http://www.brampton.ca/EN/Business/planning-development/Documents/CD/UD/UDS/DriveThrough\\_Final\\_Approved\\_Guidelines.pdf](http://www.brampton.ca/EN/Business/planning-development/Documents/CD/UD/UDS/DriveThrough_Final_Approved_Guidelines.pdf)
  - From time to time the City will make amendments to the DDGs to update or elaborate on specific building types. The following guidelines are currently under development and draft documents can be provided at pre-application consultation stage:
    - Transit Supportive Mid-rise Development Guidelines (Final Draft);
    - Large Commercial & Mixed-use Centre Development Guidelines (Draft);
    - High-rise Development Guidelines (Draft);
  - For sites that have a site-specific Urban Design Brief, the approved site-specific Urban Design Brief will be used together with DDGs during the evaluation of development applications.
  
- Energy and Waste Considerations
  - Provide for the reduction of energy use and consider the inclusion of alternative energy sources.
  - Reflective or light-colored roofs are encouraged for multi-unit residential units above 5-storey, employment, office, and public or institutional buildings, in order to reduce solar heat absorption and energy demand.





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- Assist in the reduction and diversion of waste from landfills and increase measures for recycling and reuse.

### Site Planning

- Generally, buildings shall be located close to the street line to reinforce the street edge, and shall have prominent main entrances along street edge at grade level to create strong pedestrian activity zones and active city streetscapes.
- Buildings shall be sited to maximize the use of public transit, bike, and walking routes.
- At major intersections, buildings should be sited close to the corners, or alternatively, configured to define pedestrian public places.
- Orient buildings to avoid false fronting and to have prominent main entrances that are emphasized and visible from the street.
- On large sites, develop a focal point to create a definite sense of identification. Plazas, landscape, fountains, artwork, textured pavement, changes in pavement levels, and building vertical features may be combined to create focal points of identity.
- Encourage the presence of well-defined outdoor space, such as on-site plazas, interior courtyards, patios, terraces and gardens.

### Built Form and Elevation Design

- Architectural style of new development should respect the form and character of existing development in the area around the development site.
- Building design should emphasize architectural elements that promote pedestrian comfort and scale. These may include the use of canopy structures, arcades, and projecting windows, etc.
- The architectural design of buildings at corner conditions demands special considerations to anchor the locations identified as focal point and landmarks. Building shall address both street frontages.
- Design of elevations at the public street frontage shall include wall articulations and window placements, so that the buildings address the streetscape, regardless of their entrance location. No false windows are permitted along street frontage.
- Architectural features that emphasize entry areas and other special building areas are encouraged to relieve large expanses of solid wall.
- Architectural design of stand-alone franchise/corporate buildings should reflect the character of its context and enhance the identity of surrounding areas.
- Incorporation of corporate design elements must be limited and must be secondary to the overall architectural design.
- Exterior building materials shall be of a high life-cycle and aesthetic quality.
- Extensive use of stucco finish is strongly discouraged; Use of stucco is limited for architectural features and accent.
- Roof scape form should be designed to provide visual interest for the public streetscape.
- The impact of mechanical equipment at rooftops should be minimized. Rooftop mechanical units are to be screened in all directions, and shall be compatible with building design in form, materials and colour.

### Garbage and Equipment

- All utility meters should be located away from pedestrian routes and all utility pipes should be installed internally.
- All utility and mechanical equipment should be screened from public views. And the screen wall material and colour should be consistent with the building design.



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- Garbage / storage areas shall be integrated within building structure, and shall not face any public street or view.

### C.14.4 Vehicular Traffic Pattern, Impact and Parking

#### □ Parking

- Access to parking areas shall be well defined.
- Each parking space shall be designed to allow a vehicle to move in and out easily.
- Dedicate priority parking spaces for carpool, ride sharing, and ultra low emission vehicles.
- Parallel parking spaces shall not be provided except for employees in an industrial development.
- Parking on to a major on-site driveway is discouraged.
- The design of parking areas shall promote safe and efficient traffic flow.
- Subject to sound transportation planning practices, parking should be located to the interior of a site, the side or rear of buildings and not between buildings and streets.
- Parking should be visually separated into smaller sections by curbing, landscaping or similar elements.
- Provide convenient, comfortable and safe pedestrian movement both to the site and within it. Use different paving materials to highlight pedestrian precincts and crosswalks.
- Hammerheads should be installed on a dead end parking aisle. Hammerheads are as wide as the aisle and a minimum of 1.2 metres deep.
- Adequate mechanisms shall be provided to protect buildings and landscaping treatment. Such mechanisms shall be fastened to the ground so that they cannot be moved by vehicles.
- Unless specified in the Zoning By-law, parking spaces and aisles shall comply with the following minimum dimensions:
  - Spaces have a minimum width of 2.7 metres with 5.4 metres length;
  - Aisle width minimums:
    - Drive Aisles
      - 6.0 metres – Two-way
      - 3.0 metres – One-way
    - Parking Aisles
      - 4.0 metres – with up to 50-degree parking stalls
      - 5.75 metres – with 50 up to 70-degree parking stalls
      - 6.6 metres - with 70 to 90-degree parking stalls
- Accessible Parking
  - Must be designed according to the City of Brampton Accessible Parking Manual found at: <http://www.brampton.ca/EN/City-Hall/Accessibility/Documents/COB%20Accessible%20Parking%20Manual.pdf>
  - If required, Applicants may consult with the City of Brampton Accessibility Coordinator at [accessibility@brampton.ca](mailto:accessibility@brampton.ca)
  - The access aisle affiliated with each accessible parking space must be marked with hatching to indicate that parking is not permitted on the aisle;
  - Where the access aisle has a raised surface abutting or in proximity to the aisle, the parking lot Owner shall provide a curb cut to permit a person entering or exiting the access aisle a convenient means of traversing the difference in grade;
  - Ensure the accessible spaces are located on the shortest possible circulation route to the accessible facility entrance. Where possible, locate accessible spaces to permit users access without having to cross any parking aisles.



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### Site Access

- Site accesses shall be located in such a manner as to reduce traffic conflict on the municipal roadway, i.e., accesses should be located with sufficient distance from the intersection of roads, be in alignment with other accesses and may be confined to right-in and right-out, if necessary. Questions regarding access permissions should be directed to COB Traffic Operations section.
- Street accesses and major internal aisles shall have a minimum width of 7.5 metres for two-way traffic. Where the traffic volume is high, the movement of a delivery truck is anticipated or the access is located opposite to a public/private road, the driveway width may be increased.
- Access radius should be 7.5 metres for passenger cars and 9.0 metres for trucks.
- Access roads for fire fighting vehicles shall be provided in accordance with Ontario Building Code 3.2.5.2.
- Access curbs should have a minimum of 1.5 metres clear setback from hydrants or utility poles.
- Access Location Review – The City reviews the site access locations on a case-by-case basis. The regional and T.A.C. guidelines are referenced. Typical items reviewed include:
  - Proximity to intersections.
  - Stopping Sight Distance SSD (i.e. – 50 km/h roadway...63.4 metre SSD required)
  - Length of intersection deceleration and tapers lanes. The City avoids introducing site access locations that require motorists to cross these lanes and/or the queued vehicles in these lanes.
  - The classification of roadway being accessed.
  - The number of lanes on the roadway being accessed.
  - Location of opposing accesses.
  - Location of adjacent accesses.
  - The possibility of an access easement to share an existing site access. Or to request an access easement on a new site plan application for adjacent sites.
  - The location of vertical or horizontal curves and the proximity to these curves for sightline reasons.
  - The location of bridge abutments for sightline reasons.
  - The type of operation influences the full-turn or restricted access permitted. (For example, a gas bar [highway commercial] will get restricted accesses only, while a convenience retail will be provided at least one full-turn access).

### Circulation

- Traffic circulation on the site shall be provided with a simple and functioning pattern.
- Dead-end driveways shall be avoided for commercial developments.
- The layout of the site shall consider the turning radius of various vehicles.
- Internal one-way driveways shall be clearly indicated on the Site Plan and clear signage on site shall be provided.
- Delivery and servicing traffic should be separated as much as possible from passenger cars.
- Where applicable, implement active traffic calming measures such as rumble strips, raised intersection, crosswalks, on-street parking, public laneways, and traffic circles, as well as passive traffic calming such as tree planting to reduce vehicular traffic speeds and to ensure safe walking and cycling environments.
- All cars and trucks shall move in and out from the site in a forward motion and no backward manoeuvring shall be allowed on COB streets.

### Layout

- Servicing / loading areas shall be located away from arterial roads, primary roads, and residential areas, and shall not be visible from public view.



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- Locate loading and servicing facilities and driveways associated with commercial/retail sites so they do not interfere with pedestrian or bicycle circulation.
  - Loading docks shall be located away from residential uses and high visibility roadside locations, whenever practicable.
  - Subject to sound transportation planning practices, drive-through facilities should not be located between the building and the street and shall be located away from adjacent residential areas.
  - Delivery facilities shall be located away from a visually prominent area.
  - The delivery area shall have sufficient clearance for truck manoeuvre activity without difficulty.
  - Unless specified in the Zoning By-law, each loading space shall have minimum dimensions of:
    - 3.7m (Industrial) width
    - 3.5m (Commercial) width
    - 9.0m length
    - vertical clearance of 4.25m
  - The site layout shall provide for on-site snow storage areas. Snow storage areas shall not be designed or located on top of plant beds or around trees.
  - Restricted accesses must be restricted by a centre median only (unless otherwise determined by city staff). Centre median must be extended a minimum of 35 metres past the access.
- Traffic Impact Study (TIS) Requirements
- Whenever a TIS is requested during a Site Plan Review it must adhere to the following requirements:
    - Must be completed by a qualified/recognized traffic/transportation engineering consultant;
    - Must include a forwarding letter with the author's signatures, and when applicable, include the engineering seal of the author or authors.
    - The Terms-of-Reference (TOR) for the TIS are to be approved by the City (and the Region of Peel when required) prior to submission. The TIS appendices should include letters from the City and the Region acknowledging their acceptance of a terms-of-reference.
    - Must identify roadways jurisdiction. If development lands are adjacent to any Regional roads the Region's Terms of Reference are to be used with the municipal road included (if any). A copy of the TIS is to be provided to the Region and City.
    - If subsequent submissions are required, the original review comments from the City and/or Region should be included within the appendices, in their original form.
- Transportation Planning Conditions that may be included in a Site Plan Agreement
- At all entrances to the site, the road curb and sidewalk will be continuous through the driveway. The driveway grade will be compatible with the existing sidewalk and a curb depression will be provided for at each entrance. Access construction as per City of Brampton Standard # 237;
  - The Owner shall ensure that all above ground utilities are offset a minimum distance of 1.5 metres from all proposed driveways and indicate as such on a revised site plan. Any relocated utilities shall meet clear zone requirements as per current TAC (Transportation Association of Canada) guidelines, the MTO (Ontario Ministry of Transportation) Roadside Safety Manual and TAC 2007 Supplement Ch600-2007 clear zone requirements. The Owner shall pay all costs associated with the removal and relocation of any above ground utilities and the Owner further shall release and forever discharge the City from and against all claims the Owner may have arising out of the removal and/or relocation of any above ground utility.



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- The Owner must obtain a Road Occupancy and Access Permit from the City of Brampton's Road Maintenance & Operations Section at least 48 hours prior to construction of works within the city's road allowance;
- On-site sign installations and pavement markings are to be maintained by the Owner and/or modified or refreshed at the City's request.

### Transit Infrastructure

- The COB may require the installation of a concrete bus landing or shelter pad. If so, the pad shall be constructed flush to the curb and gutter and must comply with COB standards #260 and #263.
- The City reserves the right to introduce transit services and facilities, such as bus stops, shelters, pads, benches and other associated amenities on any City right-of-way, as determined by Brampton Transit, to provide effective transit service coverage.
- Based on anticipated transit trip generation the Owner (or Applicant as applicable) may be required to make a contribution to Brampton Transit's annual Shelter Program. If this requirement is identified during the Site Plan Review process, then payment of the required sum (sent to the attention of COB Development Finance Division at: [admin.development@brampton.ca](mailto:admin.development@brampton.ca)) will be required prior to Site Plan Approval.

### *C.14.5 Pedestrian and Non-Vehicular Movement*

### Integrated Network

- Implement a network of active transportation facilities - connected pedestrian and cycling routes trails, walkways, sidewalks, bicycle lanes - that are integrated with public transit services and constructed to address the principles of modern design and enhance accessibility.
- Support bike use through the provision of bike racks and bike storage.

### Walkways

- A pedestrian walkway shall be provided to all main entrances for commercial development and the walkway should be connected to public sidewalks, walkways and bus pad/shelter areas. Consideration to the safety of pedestrians shall be given.
- A pedestrian walkway shall have a minimum width of 1.5 metres clear from the overhang of vehicles.
- The pedestrian walkway shall be separated from vehicle traffic.

### *C.14.6 Landscape Criteria*

### Sustainability Considerations

- Provide high quality streetscapes that offer appropriate planting materials to address summer/winter conditions, and provide canopy closure on local roads.
- Street trees shall be provided to contribute to the urban tree canopy and to create a canopy and shade over sidewalks.
- Street trees must be of a species that would provide a large canopy and shade over side-walks. Street trees should provide shade over at least 40% of the length of the sidewalk or road to reduce heat island effect and enhance pedestrian comfort and safety.
- On landscape trails abutting natural features use native, non-invasive species that can contribute to the urban tree canopy and shade the trail.



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- Consider the implementation of Low Impact Design Standards that emphasize the use of bio-swales, innovative stormwater practices, constructed wetlands, at-source infiltration, greywater re-use system, and alternative filtration systems such as treatment trains.
  - Incorporate pedestrian walkways and landscaping along primary vehicular routes within large surface parking lots to enable safe, clear and direct movement to principal building entrances and to the sidewalk.
- Guidelines and Technical Requirements
- A separate landscape plan for the detailed treatment of landscaped open space shall be submitted for review.
  - All landscape designs and drawings shall adhere to:
    - Existing community design guidelines or design briefs for the area. (Note: The COB may request a specific design brief for the application.)
    - The requirements and guidelines in the current versions of the documents in the following table, as applicable:

Guideline or Requirements Document	Location of Document
City of Brampton Landscape Development Guidelines - Part 2: Landscape Guidelines for the Site Plan Approval Process	<a href="http://www.brampton.ca/EN/Business/planning-development/Documents/Site%20Plan%20Landscape%20Guidelines.pdf">http://www.brampton.ca/EN/Business/planning-development/Documents/Site%20Plan%20Landscape%20Guidelines.pdf</a> Note: These guidelines are currently being updated. Specific guidance regarding Landscape Development will be provided at the Pre-Application Consultation meeting.
City of Brampton Landscape Development Guidelines - Subdivision and Site Plan Fencing and Wall Standards	<a href="http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Documents/APPENDIX-D_Fencing-Wall-Standards.pdf">http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Documents/APPENDIX-D_Fencing-Wall-Standards.pdf</a>
Development Design Guidelines	<a href="http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Pages/development-design-guidelines.aspx">http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Pages/development-design-guidelines.aspx</a>
Streetscape and Parks Construction Standard Details	<a href="http://www.brampton.ca/en/Business/planning-development/guidelines-manuals/Pages/Streetscape-Parks-Construction-Standard-Detail.aspx">http://www.brampton.ca/en/Business/planning-development/guidelines-manuals/Pages/Streetscape-Parks-Construction-Standard-Detail.aspx</a>
Integrated Accessibility Standards, Design of Public Spaces Standards in Part IV.1	<a href="#">O. Reg. 191/11: INTEGRATED ACCESSIBILITY STANDARDS</a>
Gateway Beautification Program	<a href="http://www.brampton.ca/EN/Business/planning-development/Documents/CD/OS/Gateway%20Beautification%20Program.pdf">http://www.brampton.ca/EN/Business/planning-development/Documents/CD/OS/Gateway%20Beautification%20Program.pdf</a>
Street Corridor Master Plan and Design Standards	<a href="http://www.brampton.ca/EN/Business/planning-development/Documents/CD/OS/Street_Corridor_Masterplan_Final.pdf">http://www.brampton.ca/EN/Business/planning-development/Documents/CD/OS/Street_Corridor_Masterplan_Final.pdf</a>





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Guideline or Requirements Document	Location of Document
Pathways Master Plan	<a href="http://www.brampton.ca/EN/Business/planning-development/Documents/CD/ParksPI/Pathways%20Master%20Plan,%20Vol.%202%20(Design%20Guidelines).pdf">http://www.brampton.ca/EN/Business/planning-development/Documents/CD/ParksPI/Pathways%20Master%20Plan,%20Vol.%202%20(Design%20Guidelines).pdf</a>
Guidelines for the Assessment of Existing Tableland Vegetation	<a href="http://www.brampton.ca/EN/Business/planning-development/Documents/CD/CD%20Process/Guidelines%20for%20the%20Assessment%20of%20Existing%20Vegetation%20Updated%20October%202014.pdf">http://www.brampton.ca/EN/Business/planning-development/Documents/CD/CD%20Process/Guidelines%20for%20the%20Assessment%20of%20Existing%20Vegetation%20Updated%20October%202014.pdf</a>
Tree Preservation By-law 38-2006	<a href="http://www.brampton.ca/EN/City-Hall/Bylaws/All%20Bylaws/Trees.pdf">http://www.brampton.ca/EN/City-Hall/Bylaws/All%20Bylaws/Trees.pdf</a>
Woodlot Conservation By-law 402-2005	<a href="http://www.brampton.ca/EN/City-Hall/Bylaws/All%20Bylaws/Woodlots.pdf">http://www.brampton.ca/EN/City-Hall/Bylaws/All%20Bylaws/Woodlots.pdf</a>
Crime Prevention Through Environmental Design (CPTED) Guidelines	<a href="http://cptedontario.ca/">http://cptedontario.ca/</a>

- All site plan landscape drawings and landscape works cost estimates shall be prepared, reviewed and stamped by a Full Member of the Ontario Association of Landscape Architects (OALA).
- Prior to site plan approval, additional reports, such as but not limited to, a Tree Evaluation Report or Tree Preservation Plan, may have to be submitted at the City's request.
- The Landscape Plan must be approved prior to site plan approval being granted.
- The Owner (or Applicant as applicable) shall submit the Site Plan Landscape Drawings for review by the regulating Conservation Authority (TRCA or CVC), where applicable.
- The Owner (or Applicant as applicable) shall, prior to site plan approval, provide a Letter of Credit equal to the value of the complete hard and soft landscape works as provided by the Applicant's Landscape Architect consultant. All landscape requirements as outlined in this document and on approved drawings shall be completed within the period stipulated in the Site Plan Agreement. Certification of completion of the landscape and fencing works must be completed by the Landscape Architect consultant and submitted to the City prior to the City reducing or releasing the Letter of Credit. See section B.4.16 for details regarding the securities release process.

### C.14.7 *Abutting Lands*

- Buffer space shall be provided where the site abuts a residential or institutional use.
- Where deemed necessary by the COB, boundary fencing or walls shall be provided in accordance with the COB fencing policies. Provisions shall be made to ensure that this does not interfere with the existing drainage patterns.

### C.14.8 *Retaining Wall Criteria*

- If retaining walls are required, the following criteria are to be adhered to:
  - All retaining walls are to be concrete or heavy block concrete products; the use of timber will not be accepted. The backfill is to be compacted free draining granular material.



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- All retaining walls are to be designed, approved and stamped by a Consulting Engineer specializing in structural engineering. The design must be accompanied by calculations clearly demonstrating that it is structurally satisfactory for the particular location and soil type.
- The detail drawing shall show a weeping tile and incorporate a filter cloth envelope.
- The installations are to be inspected during construction and certified in writing by the Consulting Engineer as to conformity to design and suitability for the site conditions.
- For retaining walls 0.6m in height or less, approved lightweight slabs using tiebacks will be permitted. A geogrid fabric or equivalent must be utilized as the tie back medium.
- For retaining walls greater than 0.6m, the following systems may be utilized:
  - A concrete tie-back system;
  - A heavy block system.
- Protective fencing is required where the exposed retaining wall face height exceeds 0.6m. The structural stability of this wall must be able to withstand the extra force exerted by the fence as well as the earth loads.
- Retaining walls shall not be located less than 1.0m from noise wall footings except where absolutely necessary at the discretion of the COB and as designed and certified by a structural engineer for both walls.

### C.14.9 Fencing

- Fencing requirements may apply to site plan applications. The following situation examples each have different fencing requirements:
  - Between commercial and residential
  - Between small commercial (Main Street North only) and residential
  - Between office and residential
  - Between highway commercial (service station and gas bar) and residential
  - Between industrial or commercial and parkland or valleyland
  - Between two commercial or industrial developments
  - On top of retaining walls
  - Other situations
- To fully understand fencing or wall requirements that may apply to a proposal refer to the complete Subdivision and Site Plan Fencing and Wall Standards document found at: [http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Documents/APPENDIX-D\\_Fencing-Wall-Standards.pdf](http://www.brampton.ca/EN/Business/planning-development/guidelines-manuals/Documents/APPENDIX-D_Fencing-Wall-Standards.pdf)

### C.14.10 Signage

- The design of major signage should be grade related and coordinate with the architectural and landscape design of the facilities.
- Business signage should be located to fit the form and geometrical pattern of building façades. The size and design of signs should complement the scale and architectural detail of the buildings to which they are attached.
- Ground sign and pylon sign locations shall be shown on the site plan.
- Signs shall conform to the COB Sign By-law.
- Signage shall be subservient rather than dominant feature of the site and any illuminated signage shall not create glare or spillage onto abutting residential/institutional development.
- Directional signage may be used to facilitate vehicular and pedestrian movements.



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## C.14.11 Lighting

- Use Dark Sky/Nighttime-Friendly compliant practices to minimize light pollution and the intrusion of unwanted lighting on natural areas.
- Lighting should be integrated with the overall architectural and landscape design.
- Lighting should be designed to promote pedestrian well being and safety.
- Lighting arrangements shall be provided for parking areas and pedestrian walkways.
- Lights shall be directed away from neighbouring development.

## C.14.12 Lot Grading Criteria

- The maximum ponding depth permitted is 0.3 metres in parking areas, 1.0 metre in below grade loading docks, and 0.5 metres in approved landscaped areas. Institutional sites shall not have ponding greater than 0.3 metres under system failure.
- Municipal boulevards must be graded between 2% and 6% maximum.
- Within the site, the following grading criteria is to be used:
  - Driveway grades – 2% to 8%;
  - Other asphalt grades - 0.5% to 8%;
  - Sodded areas grades – 2% to 6%;
  - Landscaped berms to be a maximum 3 horizontal to 1 vertical grade (3:1);
  - Swales minimum grades:
    - 2% for institutional sites
    - 1% for commercial and industrial sites
- Proposed elevations along all property lines must be compatible with the existing or proposed elevations of adjacent sites. Grading shall not extend onto adjacent properties unless written approval is obtained from the landowner previous to grading approval.

## C.14.13 Storm Drainage Criteria

- The internal storm sewer system shall be designed for the 2-year post development storm event.
- The elevations along the property line should be carefully examined with respect to external drainage. The impact of external drainage must be addressed and provided for as required.
- Ensure site drainage is self-contained with only the municipal portion draining onto public roads.
- Grading must be completed such that an overland flow route is maintained assuming all mechanical systems fail. This route must be clearly identified on the drawings including the ultimate outlet of the overland flow route (i.e. watercourse or roadway). The maximum ponding depths as outlined in Section C.13.9 must not be exceeded.
- The following runoff coefficients shall be used:

Land Use	Co-Efficient
Parks	0.25
Single and Semi-Detached Residential Dwellings	0.50
Multiple Residential and Institutional	0.75
Commercial, Industrial, Road Right-of-Way	0.90
Driveways / Parking Lots (asphalt and gravel)	0.90



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- For storm sewers, the length, slope, size of pipe, pipe material, class of pipe and inverts at all connections must be shown.
- Frost protection is required where cover is less than 1.2 metres from the pipe obvert to grade. Delineate extent of insulation on plan and provide a dimensioned detail.
- Where utilities cross, a minimum clearance of 150mm must be provided between the top elevation of the lower pipe and the bottom elevation of the upper pipe.
- As a general guide, one catchbasin is required per 1,000 square metres of parking lot area depending upon the layout of the site.
- The storm connection to the sewer in the street must have an invert above the spring line of the main sewer. A maintenance hole is required if the storm connection lead is greater than one half the diameter of the street storm sewer.
- Drop pipes must be provided where difference in obverts between incoming and outgoing pipes exceed 500mm as per COB Standard #314
- The length of the sewer between the building and the first maintenance hole to which the building sewer connects shall not exceed 30m.
- The storm sewer spacing between maintenance holes shall be in accordance with the Ontario Building Code.
- The minimum flow angle allowed is 90 degrees.
- Each property must have a separate connection to the municipal storm system as per the Ontario Building Code.
- The control maintenance hole or oil and grit separator should be located a minimum of 1.0 metre into the property.
- A storm sewer proposed underneath buildings is not recommended.
  - If a storm sewer is proposed under an existing or proposed building and other routing options exist but are not used, then the Site Plan Review will result in a REFUSAL.
  - If a storm sewer is proposed under an existing or proposed building and other routing options do not exist a clause will be included in the Site Plan Agreement in which the Owner accepts sole responsibility in the event of any failure of or damages to the storm sewer, settlement of the building foundation and related damages.

### *C.14.14 Stormwater Management (SWM) Requirements*

#### General Requirements:

- For all proposed site plans, the Applicant's consulting engineer shall provide satisfactory quality and quantity control in accordance with the COB and the MOE's design guidelines and standard practices.
- SWM for proposed site plan developments shall be self-contained. In no case shall overland flow of any kind be permitted to flow onto or be directed to private property.
- No site shall be permitted to significantly change the pre-development flow pattern in a way that adversely affects adjacent property.
- If a site plan application has the potential for condominium tenure the Applicant shall adhere to the COB Condominium Guidelines.
- SWM Reports must be submitted with the Grading and Servicing Plans, if required. The design criteria will be determined by the Engineering and Development Services depending on the geographic location of the site within the COB. The design criteria must be clearly stated in the report.
- SWM design must incorporate the COB IDF curves Standard #343.
- Sites will use an inlet time of 10 minutes. Rural sites may have higher inlet times, which must be demonstrated with appropriate calculations.



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- SWM reports utilizing computer modeling must be done with an accepted model by the COB with a 2 to 4-hour duration storm and a maximum 10-minute time step.
- The SWM Report must clearly state which method is being used to determine peak flow and storage required (i.e. rational method, OTTHYMO, etc.). Provide calculations indicating:
  - what the allowable discharge from the site is,
  - what volume of storage is required; and,
  - what volume of storage is provided.
- The SWM report must define an orifice size. This orifice design must be correctly identified and detailed on the drawings. An orifice tube will also be required.
- The following criteria shall be used for the design of the restrictor pipe downstream of the orifice plate as a permanent stormwater quantity control for on-site storage to satisfy the Conservation Authority:
  - For sites with Oil/Grit Separator
    - An orifice plate, sized in accordance with the recommendation of the SWM Report, shall be installed in the control maintenance hole upstream of the oil/grit separator.
    - A restrictor pipe, with manufacturer's standard pipe size equal to or one size larger than the orifice plate design, shall be installed between the control maintenance hole and the oil/grit separator located 1.0 metre from the streetline within the property.
      - The maximum length of the restrictor pipe shall be 5.0 metres. A maintenance hole shall be installed at any change in pipe size within the site.
      - Downstream of the Oil/Grit Separator, continue with the required design storm sewer sizing or a minimum 200 mm diameter storm sewer, whichever is greater.
  - For sites without Oil/Grit Separator:
    - An orifice plate, sized in accordance with the recommendation of the SWM Report, shall be installed in the control maintenance hole.
    - A restrictor pipe, maximum 5.0 metres in length with manufacturer's standard pipe size equal to or one size larger than the orifice plate design, shall be installed downstream of the control maintenance hole.
 

If the restrictor pipe is less than 200 mm in diameter, the restrictor pipe shall extend 1.0 metre into the COB right-of-way and increase to a minimum 200 mm diameter pipe size with an eccentric increaser.

*Note: If the design of the orifice plate diameter is the same size of a manufactured standard pipe, an orifice plate will not be required upstream of the restrictor pipe.*
- The orifice control device must be installed on the outlet pipe from the control maintenance hole and conform to COB Standards. The control maintenance hole must have a minimum 0.3m sump.
- If permitted, roof top storage details including control device type/ model (vandal-proof), maximum depth, maximum flow, volume and number of notches per drain must be included in the SWM Report and shown on the Servicing Plan.
- Ponding
  - No surface water "ponding" or surface water storage shall be permitted for site plans having institutional land uses or for commercial/industrial site plans having (or anticipated to have) daycare or teaching type uses for children.
  - Ensure that the required ponding areas are shown on the plan, and indicate ponding volume and elevation.
  - Ponding (if permitted) is allowed in the following areas:
    - Rooftops (150mm max.)
    - Paved areas and parking lots (300mm max.)
    - Landscaped areas (500mm max.) This is permitted only if the Parks Planning Division has approved the location. It is the Applicant's responsibility to obtain this approval in writing.



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- Below-grade loading dock (1000mm max.)
  - The ponding depths on the site must be reviewed under the following two conditions:
    - A properly functioning stormwater management system.
    - A failed stormwater management system, where the system has become surcharged or blocked.

The resultant site ponding shall not exceed COB's specifications (as outlined in Section C.14.10.)

- Quality control for all site plans shall be designed to the Ministry of Environment's enhanced level of protection (Level 1).
- Ensure oil/ grit separator is shown and properly detailed on the downstream side of control MHs (where required). Specify name of manufacturer and model number. A "Fee-in-lieu" for stormwater quality control is available at the COB's discretion. See Section C.14.13 for further information.
- The finished first floor elevation at each building must be compatible to the road and the adjacent buildings. (i.e., the F.F.E. should be a minimum 0.15 metres higher than the maximum ponding depth). One hundred-year basement protection must be achieved.
- No foundation drains are to be connected to the storm sewer on sites with stormwater management control.

Where an external downstream SWM facility is available:

- The consultant shall demonstrate and or confirm that the tributary area of the proposed site plan is in accordance with the approved storm water management plan for the area. (i.e. confirm the runoff/discharge flows from the proposed land uses are in accordance with the original approved SWM criteria/plan for the area.)
- The proposed storm water management plan for the site shall be in accordance with the SWM background studies and SWM Reports for the receiving facilities. The Grading, Servicing Plans and SWM Reports (where applicable) shall be certified by the subdivision engineering consultant.
- If the lands proposed for development were not tributary or part of the original SWM plan for the area, the Applicant shall demonstrate or confirm that the downstream facility has sufficient capacity to accommodate the proposed development for both quantity and quality.
- Both the "normal" overland flow route as well as the "emergency" overland flow route (i.e. under sewer system failure) shall be directed to valleys/creeks (if available) or municipal ROW (if a natural outlet is unavailable).
- The surface capacity of the municipal ROW's conveying the overland flow from the proposed site plan development shall be confirmed that it has sufficient capacity to do so.
- "Normal" overland flow route shall not be permitted to be directed to Arterial or Collector Roadways.
- "Emergency" overland flow route only (i.e. under sewer system failure) may be permitted to be directed to Arterial or Collector Roadways.

Where an external downstream SWM facility is NOT available:

- In the absence of any SWM Criteria available for the area the development shall control post development flows to pre-development rates for all storm events up to and including the 100-year storm event. The SWM analysis shall include post-to-pre calculations for the 2, 5, 10, 25, 50, 100 year events.

For Proposed Site Plan Developments East of Clarkway Drive:

- In the absence of specific SWM criteria established for the area by approved background studies, the proposed site plan development shall control post development flows to pre-development rates for all storm events up to and including the 100-year storm event to a maximum of:
  - 40L/s/ha for the 5-year storm event
  - 180L/s/ha for the 100-year storm event.





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### Reduced Allowable Release Rates:

- The allowable release rates for a proposed site plan application shall be reduced when:
  - the receiving municipal sewer system does not have the capacity for the pre-development flows,
  - there are uncontrolled flows leaving the site. In this case, the allowable release rate shall be reduced by the post development uncontrolled release rates.

### No Concentrated Points of Flow/Release:

- The post development flow rates for a site must respect the existing pre-development rates/capacity of existing discharge points. For example: A site (pre-development) having 3 existing but separate surface discharge points (each of 50L/s say) would not be permitted to discharge all of its allowable release rate (of 150L/s) to only one of the discharge points.
- No site shall be permitted to significantly change the pre-development flow pattern unless approved by the City.

### *C.14.15 Stormwater Management Quality Fee-in-Lieu Policy*

As per direction from the City of Brampton Legal Services Division, the type of application will dictate whether the use of a fee-in-lieu contribution will be offered as an option to developers in lieu of installing onsite controls, or imposed as a condition.

The COB will at all times maintain control over whether this option is offered, and it should not be assumed that developers can make use of the Fee-in-Lieu mechanism on an application without the agreement of COB staff.

If this option is being employed, then the required fees are to be paid prior to release of the Site Plan Approved drawings.

Two cost functions were developed for this policy with the primary difference in their application being related to the final land use proposed. They include components for the land required as well as the design and construction of a facility. The input parameters are such that only the final land use, percent imperviousness, and site area are required to identify the contribution amount. The cost functions are provided below:

#### Residential:

$$\text{Cost} = \text{Total Site Area } \underline{\text{or}} \text{ Expanded Site Area } \{ha\} \times ((\$32,400 \times \% \text{ imperviousness}) + \$15,400)$$

#### Commercial / Industrial:

$$\text{Cost} = \text{Total Site Area } \underline{\text{or}} \text{ Expanded Site Area } \{ha\} \times ((\$24,400 \times \% \text{ imperviousness}) + \$10,200)$$

### *C.14.16 Condominium Design Standards and Servicing Guidelines*

In addition to the requirements outlined elsewhere in this User Guide, condominium developments (including multi-family, residential and industrial condominiums) must comply with the following condominium-specific guidelines:

#### **C.14.16.1 General Requirements:**

- Engineering drawings shall be prepared to the satisfaction of the City of Brampton, to illustrate the locations of all underground services together with the locations of all roadways, sidewalks, boulevards, parking areas and driveways. All drawings shall be certified and stamped by a registered Professional Engineering of the Province of Ontario.



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- Roadways shall not be considered to form any part of the required parking.
- Designated fire access routes shall be provided throughout the development to the satisfaction of Brampton Fire and Emergency Services and in accordance with sound engineering practise.
- Proper waste collection areas must be provided throughout the development so that the waste haulers vehicles can enter the development and collect waster efficiently and safety. Such arrangements shall be in accordance with the standards and guidelines as established by the Regional Municipality of Peel.
- A certified statement signed and stamped by a registered Professional Engineer of the Province of Ontario stating that all services have been designed and constructed in accordance with the City of Brampton's Standards and Servicing Guidelines for Multi-family and Condominium Developments is required prior to registration of the condominium.

### C.14.15.2 Internal Private Roadways:

- Internal private roadways shall be designed in accordance with the current City of Brampton design criteria for a minor residential street (including curbs, curb and gutters, subdrains and sidewalks where applicable) in accordance with the latest Ontario Provincial Standard Drawings and Specifications or City Standards and Requirements as applicable; with the following modifications:
  - Minimum width of the roadway shall be 7.0 m from edge-of-pavement to edge-of-pavement.
  - Minimum centre line turning radius shall be 12 m (fire trucks).
  - Lengths of driveways must be a minimum of 6 m measured from the back of the sidewalk, where a sidewalk exists.
  - The minimum pavement structure for the roads will be as follows, but may vary depending upon site soil conditions:
    - 40 mm OPSS H.L. 3
    - 65 mm OPSS H.L. 8
    - 150 mm OPSS Granular 'A' or 130 mm of 20 mm Crusher Run Limestone
    - 300 mm OPSS Granular 'B' or 225 mm of 50 mm Crusher Run Limestone
 (Note: OPSS refers to Ontario Provincial Standard Specification or Drawing)  
 For site conditions or any specific uses which require extra strength pavement, the pavement structure shall be substantiated by a report from the Applicant's geotechnical consultant.
  - Parking lots shall be structurally designed to the equivalent of the internal road design.
  - The minimum pavement structure for driveways to individual, single, semi or townhouse units will be as follows:
    - 25 mm OPSS H.L. 3A
    - 50 mm OPSS H.L. 8
    - 150 mm OPSS Granular 'A'

### C.14.15.3 Watermains and Water Services:

- Watermains and water services shall be designed and constructed in accordance with the most recent requirement of the Regional Municipality of Peel, the Ontario Building Code and in accordance with municipal By-laws.
- Trench backfill for the watermain and water service installations shall consist of native or granular material, free of organics and contaminants, placed and compacted in lifts as required to achieve a minimum compaction of 95% of the Standard Dry Density (OPSS 514.07.08).
- Upon completion of the site works and services and prior to registration, a certified statement signed and stamped is required from a registered/licensed Professional Engineer of the Province of Ontario confirming that all water boxes have been raised to final grade, uncovered, fully operational and in a clean condition.



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### C.14.15.4 Storm and Sanitary Sewers, Drains and Appurtenances:

- The storm and sanitary sewers, drains and appurtenances shall be designed and constructed in accordance with the most recent requirements of the Ontario Building Code and in accordance with the appropriate municipal By-law.
- Trench backfill for the storm and sanitary sewer and drain installations shall consist of native or granular material, free of organics and contaminants, placed and compacted in lifts as required to achieve a minimum compaction of 95% of the Standard Dry Density (OPSS 514.07.08).
- Upon completion of the site servicing work, building construction and landscaping; the storm sewer system, including catchbasins and leads shall be cleaned, flushed and certified.
- Flushing operations shall comply with all applicable guidelines and regulations and be certified by a registered Professional Engineer from the Province of Ontario upon completion.

### C.14.15.5 Streetlighting:

- Luminaires shall be chosen to distribute the light away from residential buildings and onto roadways, pathways or parking lots.
- Every residential unit shall be provided with exterior lighting fixtures located near all entrances.
- Luminaires and poles shall have an average life expectancy of 20 years and shall be vandal resistant.
- All lighting installations shall conform to the requirements of the Canadian Standards Association, Electrical Code of Ontario.
- All installations shall be subject to The Electrical Safety Authority (ESA) inspection.
- All wiring shall be underground.
- The total lighting system must be completed and operational prior to occupancy.

### C.14.15.6 Utilities:

- Gas, hydro, the provision of telecommunications etc., shall be constructed underground and in accordance with the applicable utility company's requirements. The developer's consultant will arrange for the necessary design co-ordination with the various utility companies and receive acceptance/approval from each utility company, prior to the issuance of any Building Permits.

### C.14.15.7 Erosion and Sediment Control:

- Erosion and sediment control measures shall be implemented throughout all phases of construction in accordance with the City of Brampton's standards.

### C.14.15.8 Certifications:

- Prior to condominium registration, the Owner will be required to provide the following certifications:
  - Final Lot Grading Certification (including any retaining walls)
  - Pavement Certification for all roadways, driveways and parking areas
  - Site Servicing Certification (including sewer flushing, water valve box adjustments, etc.)
  - Acoustical Certification (if required)
  - The developer's consulting engineer shall provide certification that the top of foundation wall has been constructed as per the approved site plans.
- Site inspection by Development Engineering Services' staff will be required in conjunction with the review of the above-captioned certifications.

## C.15 Notes to Appear on Drawings

### C.15.1 *Must Appear on Grading and Servicing Plans*

- All the construction work for this project shall comply with the Standard Drawings and Specifications of the COB and the Ontario Provincial Standards and Specifications and Drawings (OPSS/D)



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- All surface drainage shall be collected and discharged at a location to be approved prior to the issuance of a building permit. Drainage of abutting properties shall not be adversely affected.
- Proposed elevations along site property lines must match existing elevations.
- A silt fence as per COB Standard #406 must be placed around the perimeter of the site.
- At all entrances to the site, the road curb and sidewalk will be continuous through the driveway. The driveway grade will be compatible with the existing sidewalk and a curb depression will be provided for at each entrance. Access construction as per COB Standard #237.
- Sidewalk to be removed and replaced as per O.P.S.D. 310.010.
- The portion of the driveway within the municipal boulevard must be paved with 40mm HL3 and 50mm HL8. Sub Base to be 150mm Granular "A" (or 130mm of 20mm crusher run limestone) and 300mm Granular "B" (or 225mm of 50mm crusher run limestone) compacted to 100% standard Proctor density.
- A utility clearance radius of 1.2 metres between the proposed driveway entrance curb return and all above ground utilities must be maintained.
- Road occupancy /access permit must be obtained 48 hours prior to commencing any works within the municipal road allowance.
- The service connection trench within the traveled portion of the road allowance shall be backfilled in accordance with the requirements of the road occupancy / access permit application.
- Within the COB's right-of-way, storm sewers and storm sewer connections must be concrete, or approved equal, with type "B" bedding throughout. The strength of the concrete pipe must be as per COB Standard #341 and as follows; minimum 65-D for reinforced pipe and minimum ES for non-reinforced pipe.
- The minimum catch basin lead diameter allowed is 200mm.
- Storm sewer pipes connecting to the COB's storm sewer shall not be smaller than 200mm.
- All catch basin maintenance holes and maintenance holes with inlet control devices must have a minimum 0.3 metre sump and top as per municipal standards.
- Foundation drains shall not be connected to the storm sewer on sites with stormwater management control.
- It is the responsibility of the design engineering consulting firm to ensure that an elevation detail of existing aerial plant is submitted when overhead cabling is present. Cables shall not be less than 4.7 metres from the highest point of the finished pavement to the lowest point of the aerial cable directly above the pavement area to ensure clearances are met.
- Provide these notes if applicable:
  - "The building sited on this plan has been designed utilizing controlled flow roof drains in accordance with local municipal standards."
  - "The owner's attention is drawn to the fact that the storm sewer being proposed underneath the building is not a recommended practice of the COB. It is the sole responsibility of the Owner to bear any costs to repair any damages to the storm sewer or settlement of the building foundation."

### *C.15.2 Must Appear on Retaining Wall Drawings*

- The subject walls have been designed in accordance with accepted engineering principles.
- The wall is suitable for the geotechnical condition of the site and for the type of loading.

### *C.15.3 Other*

- During the Site Plan review process the Applicant will receive Site Plan Reports that may include requests to provide additional drawing notes.



# Site Plan Review User Guide

## APPENDICES

### A Digital Submission Standards

All digital drawing submissions provided to the COB (including drawings for initial application, subsequent re-submission and final versions to be approved) must follow the city's Digital Submission Standards.

The standards for Site Plan submissions are found at: [http://www.brampton.ca/EN/Business/planning-development/Documents/e-Forms/DevServ/AppendixA\\_Digital\\_Submission\\_Standards\\_SitePlan-1.pdf](http://www.brampton.ca/EN/Business/planning-development/Documents/e-Forms/DevServ/AppendixA_Digital_Submission_Standards_SitePlan-1.pdf)

The standards for Landscape Plans are found at: <http://www.brampton.ca/EN/Business/planning-development/Documents/e-Forms/DevServ/Digital%20Submission%20Standards%20-%20Landscape%20Plans.pdf>

In Site Plan applications where the landscape elements represent such a small component of the overall application the Applicant may (with the Assigned Planner's concurrence) insert those landscape elements onto the Site Plan drawings. In these situations, the Submission Standards for both the Site Plan and Landscape Plans should be followed.

# Site Plan Review User Guide

## B Site Plan Review Application Form

To access a current version of the Site Plan Application Form please visit:

[www.brampton.ca/siteplanapplicationform](http://www.brampton.ca/siteplanapplicationform) .

Front page of Information and Application form is presented below:



### Site Plan Review Information and Application Form

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

#### A. Site Plan Review

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

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

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

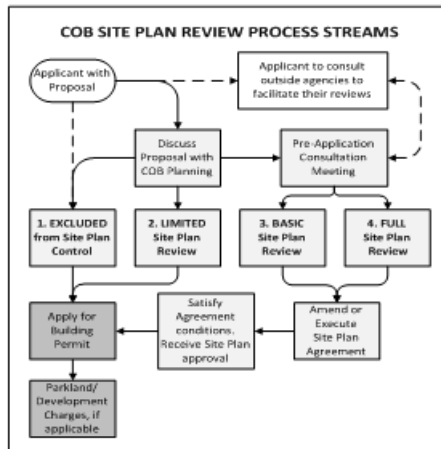
1. A determination of Exclusion from Site Plan Control is made; or
2. A Site Plan Approval (under the Limited, Basic or Full Site Plan Review process) is issued by the City.

#### B. Four Site Plan Review Streams

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

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

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



The information on this form is collected under the authority of Sections 1.0.1 and 41 of the *Planning Act*, R.S.O. 1990, c.P.13 for use in the Site Plan Review process. Questions about the collection of personal information should be directed to the Manager, Planning - Site Plans, City of Brampton, at 905-874-3050 or 2 Wellington Street W, Brampton, ON L6Y 4R2.

Note: Alternative formats of the Site Plan Application Form and related documents are available upon request to the [infoplanner@brampton.ca](mailto:infoplanner@brampton.ca)





# Site Plan Review User Guide

## C Pre Application Consultation Meeting Checklist Sample

Page 1 of Checklist example:

**Pre-Application Consultation (PAC) for Site Plan** File # \_\_\_\_\_

<b>Applicant Name(s):</b>		<b>Review Stream:</b> <i>(Confirmed during the PAC)</i>	
<b>Email Address:</b>			
<b>Date of PAC Meeting:</b>			
<b>Proposal Address/Location:</b>			
<b>Proposal Description:</b>			
<b>Assigned Staff</b>			
	<b>Name</b>	<b>Email</b>	<b>Telephone #</b>
<b>Planner</b>			
<b>Development Services Manager</b>			

<b>Site Plan Application Requirements Checklist</b>				
<small><i>This checklist must accompany any future SP Application package to verify that all elements identified at the PAC are included with the SP Application. Please refer to Section G in the Site Plan Application Form for the required digital formats (PDF, CAD, etc.) and number of paper copies. SP Applications with missing elements cannot be accepted.</i></small>				
Elements	① Required Elements	② Included with SP Application	③ COB Confirm Included in Package	④ Comments
Cover letter describing the Proposal	✓			
Building Elevations (b/w and digital colour)	✓			
Building Floor Plans (including roof plans)				
Completed Information Form	✓			
Grading and Drainage Plan				
Landscape Plan, Details and Cost Estimate				
Site Plan and Site Plan Details	✓			
Site Servicing Plan				
Storm Water Management Brief and/or Report				
Survey and/or Legal Plan <i>(Most current version including easements and restrictions)</i>	✓			
Sustainability Score and Summary				
Acoustical Report				
Tree Evaluation/Preservation Plan/Vegetation Study				
Archaeological Assessment				
Heritage Impact Statement/Permit				
Lighting Plan and/or Photometric Plan				
Traffic Impact Study				
Truck Swept Path Plan				
Design Brief (Urban Design, Landscape, Material Samples, Renderings, 3D Model, etc.)				
-				
-				
<b>List Specific Issues That Need to be Addressed in the Site Plan Application:</b>				

**Applicants are asked to review all pages of this form and to sign an acknowledgement on the last page of this form.**

This form is to be completed by the Planner at the PAC Meeting and handed to the Applicant. (Scan one copy for COB file.)  
In addition to this checklist the Planner may provide PAC meeting comments to the Applicant in a follow-up email.  
Page 1 of 2

# Site Plan Review User Guide

Page 2 of Checklist example:



Planning and  
 Development Services

**Using the Checklist**

The Checklist is provided to identify the elements required for an application submission for Site Plan (SP) Review (either Basic or Full). All of the items with a checkmark in Column 1 must be supplied with the SP Application in order for the City of Brampton (COB) to accept the application and start the review process. The Applicant should use Column 2 as a preparation checklist for their SP Application package. The COB will use Column 3 as a receiving checklist to confirm that all of the required elements were provided. This checklist is only valid for six months from the date of the PAC meeting.

*Any deviations from the Checklist must be discussed with the Planner prior to submitting an application.*

**SP File Number**

An SP file number is assigned to a proposal at the PAC Meeting stage. It is to be used by the Applicant on all subsequent Site Plan application materials (forms, reports, drawings, etc.) provided to the COB regardless of review stream (Basic or Full). The assignment of a SP file number does not indicate that an application has been accepted or is considered a complete submission.

**Fee Calculation and Confirmation**

As part of the application preparation the Applicant must complete the Fee Calculation page in the Site Plan Application form. This calculation (with supporting Site 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 to prepare their method of payment.

**Submission Appointment with the Assigned Planner**

When a Site Plan application is ready for submission to the COB, the Applicant shall contact the assigned Planner (name on the front page of this checklist) to make an appointment to have the application package inspected prior to acceptance by the COB.

**Additional Materials and Determination of a Complete Application**

The COB reserves the right to ask for additional studies and materials as deemed necessary (per the Planning Act 41(4) and 41(7)) to complete the Site Plan review at any time during the process. For Digital Submission Standards information please refer to Appendix A of the Site Plan Guide.

A Site Plan Review application is only considered complete when the COB Planning Division confirms that it has all of the information needed to finish the review process and is able to provide either an APPROVAL or a REFUSAL.

**Site Plan Agreement**

Be advised that Site Plan Approvals often require a Site Plan Agreement (which may include the provision of securities, insurance, conveyances of land and other conditions) between the COB and the Applicant and, in some cases, the Region of Pel.

**Development Charges and/or Payments in Lieu of Parkland**

Be advised that payments in lieu of parkland and/or development charges may be payable to the COB, Region of Peel, school boards, etc. (depending on the proposal) after Site Plan Approval and prior to the issuance of a Building Permit.

**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 Natural Resources	<input type="checkbox"/>	Adjacent Region: _____
<input type="checkbox"/>	Toronto & Region Conservation Authority	<input type="checkbox"/>	Ont. Min. of Transportation	<input type="checkbox"/>	Adjacent Municipality: _____
<input type="checkbox"/>	School Board – Peel Public	<input type="checkbox"/>	Ont. Min. of Environment	<input type="checkbox"/>	Adjacent Transit: _____
<input type="checkbox"/>	School Board – Dufferin Peel Catholic	<input type="checkbox"/>	Ont. Min. of Municipal Affairs	<input type="checkbox"/>	Enbridge
<input type="checkbox"/>	School Board – French Public Viamonde	<input type="checkbox"/>	Infrastructure Ontario	<input type="checkbox"/>	Alectra (Hydro One Brampton)
<input type="checkbox"/>	School Board – French Catholic Mon Avenir	<input type="checkbox"/>	Canada Post	<input type="checkbox"/>	Rogers
<input type="checkbox"/>	Railway - Orangeville & Brampton	<input type="checkbox"/>	Industry Canada	<input type="checkbox"/>	Bell
<input type="checkbox"/>	Railway - CN Rail	<input type="checkbox"/>	Nav Canada and/or GTAA	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Metrolinx	<input type="checkbox"/>	Region of Peel	<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.**

**Acknowledgement**

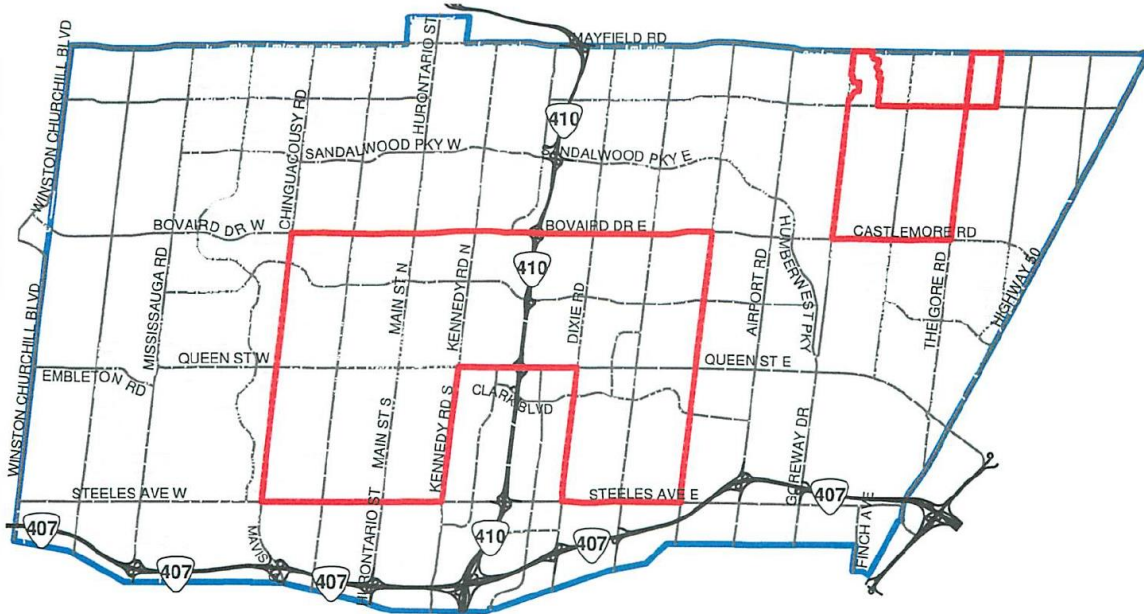
I, \_\_\_\_\_ (print name) acknowledge that I understand the content of this entire completed form, that I will use this Checklist (and any related comments) to assemble a Site Plan Application and that the City of Brampton staff have informed me that I need to work directly with the outside agencies identified above (and any others as appropriate) to ensure that the proposal receives the required reviews and approvals as a requirement of applicable legislation prior to Building Permit application and issuance.

Applicant/Owner: \_\_\_\_\_ (signature) Title: \_\_\_\_\_ Date: \_\_\_\_\_

This form is to be completed by the Planner at the PAC Meeting and handed to the Applicant. (Scan one copy for COB file.) In addition to this checklist the Planner may provide PAC meeting comments to the Applicant in a follow-up email.

# Site Plan Review User Guide

## D Site Plan Review for Infill Mature Neighbourhood Area



D.1 COB By-laws 281-2014 and 3-2017 (as amended) requires that development activities associated with single family detached dwellings that involve new dwellings, replacement housing or additions equal to or greater than 50 square metres or new or replacement detached garages of any size, that fall within the boundaries of the red highlighted areas on the accompanying map must apply for a Site Plan Review. This Site Plan review is a scoped review and generally follows the Basic Site Plan Review stream. This section provides an overview of the requirements for conducting this type of review. Be advised that during the review additional materials may be requested from the Applicant to properly complete the review.

D.2 Mature Neighbourhood Site Plan Application Form  
 Use the Application Form found in Appendix B to make application for this review.

D.3 Drawing Requirements for Infill Mature Neighbourhood Projects  
 The following summary of minimum drawing requirements is a subset of the information found in the main requirements section of this Guide. It is provided as a guide for Infill Mature Neighbourhood projects. Be advised that additional drawings and materials may be requested from the Applicant at any time during the review process.

- A recent Legal Property Survey
- Site Plan that contains:
  - Title of plan and municipal address
  - City File Number (SP\_\_\_\_-\_\_\_\_.\_\_\_\_)
  - Scale of 1:200 (NOTE: All measurements shall be in **metric** units only.)
  - North arrow
  - Key plan showing the location of the site within the City of Brampton with reference to nearest intersection of public roads.
  - Summary statistics showing the lot area, lot coverage, gross building floor area (existing and proposed), and floor area to be demolished



## Site Plan Review User Guide

- Location and dimensions of all existing and proposed buildings, including porches and accessory structures
  - Building setbacks to all lot lines
  - Location and size of existing and proposed trees and shrubs (if applicable)
  - Location and dimensions of all hard surface driveways, walkways and patios
  - Depict the full width of the municipal roadway, including all existing pavement markings
  - Location and details of easements
  - Location of existing and proposed service lines (i.e. gas, water, sewer)
  - Location of temporary construction and material storage
- Elevations (for each side of the house or detached garage) and Roof Plans shall illustrate:
- Title of plan and Scale (NOTE: All measurements shall be in **metric** units only.)
  - Grade level
  - Type and colour of external building materials
  - Roof slopes
  - Building dimensions
- Floor Plans (As these plans are required for Building Permit application, they are requested during Site Plan review for information purposes only.)
- Title of plan and Scale (NOTE: All scales and measurements shall be in **metric** units only)
  - Overall dimensions and dimensions of each room and space
  - Use of rooms and space
  - Size, type (material), spacing and location of all structural members including beams, lintels, columns, joists, bearing walls and partitions
  - Material and sizes of all components of floor, wall and ceiling assemblies
  - Location of all plumbing fixtures

### D.4 Mature Neighbourhood Site Plan Drawing Notes

The following notes must appear on the drawings submitted under this type of review:

- All working drawings submitted to the Building Division as part of a Building Permit application shall be in conformity with the approved site plan drawings as approved by the Development Services Division.
- The Owner is responsible for ensuring that tree protection hoarding, placed at the drip line of the trees, is maintained throughout all phases of demolition and construction in the location and condition as approved by the Planning and Building Division. No materials (i.e. building materials, soil, construction vehicles, equipment, etc.) may be stockpiled within the area of hoarding.
- All utility companies will be notified for locates prior to the installation of the hoarding that lies within the limits of the COB boulevard area.
- Should the installation of below ground services require hoarding to be removed, Open Space staff (at: [open.space@brampton.ca](mailto:open.space@brampton.ca)) are to be contacted prior to the commencement of such work. Should an alternative service route not be possible, staff will inspect and document the condition of the vegetation and servicing installation in order to minimize damage to the vegetation.
- The Owner (or Applicant as applicable) will be responsible for the cost of any utilities relocations necessitated by the Site Plan Approval and Building Permit.
- The existing on-site drainage pattern shall be maintained.
- Grades must be met within 33% maximum slope at the property lines and within the site.
- The structural design of any retaining wall over 0.60 m (2.00 ft.) in height or any retaining wall located on a property line is shown on the Site Plan and Grading Plan and is to be approved by the Consulting Engineer for the project.



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- The portions of the driveway within the municipal boulevard will be paved by the Owner at their own expense.
- At the entrances to the site, the municipal curb and sidewalk will be continuous through the driveway and a curb depression will be provided for each entrance.
- All proposed curbing at the entrances to the site is to terminate at the property line or at the municipal sidewalk.
- Construction materials are not to be put out for garbage collection.
- All damaged landscape areas will be reinstated with topsoil and sod following construction activity.
- Any COB boulevard trees damaged or removed are to be replaced with minimum 70mm caliper deciduous trees to the satisfaction of the COB at the owner's expense.
- All excess excavated materials will be removed from the site at the owner's expense.
- All existing or proposed easements on the property should be illustrated and dimensioned on all of the drawing. If applicable, stipulate on the drawings: "There are no existing or proposed easements on the property".



# Site Plan Review User Guide

## E Protocol and Guideline for Establishing Wireless Telecommunication Facilities

Within The City of Brampton (Basic Review Site Plan Stream)

*February 2002; Revised January 2011 – Council approval CW062-2011; Revised February 2011 – revisions completed to change reference from “Site Plan Agreement” to “Letter of Undertaking” and reference Planning Act regulations are not applicable; Revised April 2014 Council approval CI125-2014 – revisions completed to include changes to Industry Canada Standards.*

*(Note: Minor changes were made to the wording (intent unchanged) of this protocol to align it with the new Site Plan Review streams as described in this User Guide.)*

Whereas in 2001 Brampton City Council approved a Protocol and Guidelines Document for Establishing Wireless Telecommunication Facilities Within the City of Brampton (“Protocol Document”); and,

Whereas there is an increasing number of requests since approval of the Protocol Document to establish wireless telecommunications facilities (“Telecom Facilities”) on properties owned by the City of Brampton (“City”); and,

Whereas it is in the best interest of the City to amend the Protocol Document by adding specific guidance for the establishment of Telecom Facilities on property owned by the City (“City Property”) as the protocol differs from the protocol for establishing Telecom Facilities on non-City-owned property; and,

Whereas it is in the best interest of the City to amend the Protocol Document by requiring municipal consultation for all communication towers, including towers less than 15 metres in height, by requiring public consultation in the form of notification being placed in the local newspaper for all towers 30 metres in height or greater, and by requiring that construction of all communication towers be completed within three (3) years of concurrence.

**Now therefore, the amended Protocol Document is as follows:**

### 1. Background

Industry Canada is the Federal Government Department responsible for regulating telecommunications in Canada. Under the *Radiocommunication Act*, Industry Canada acts as the approval authority for the establishment of radiocommunication and broadcasting apparatuses such as antenna systems (this may include masts, towers, and other supporting structures).

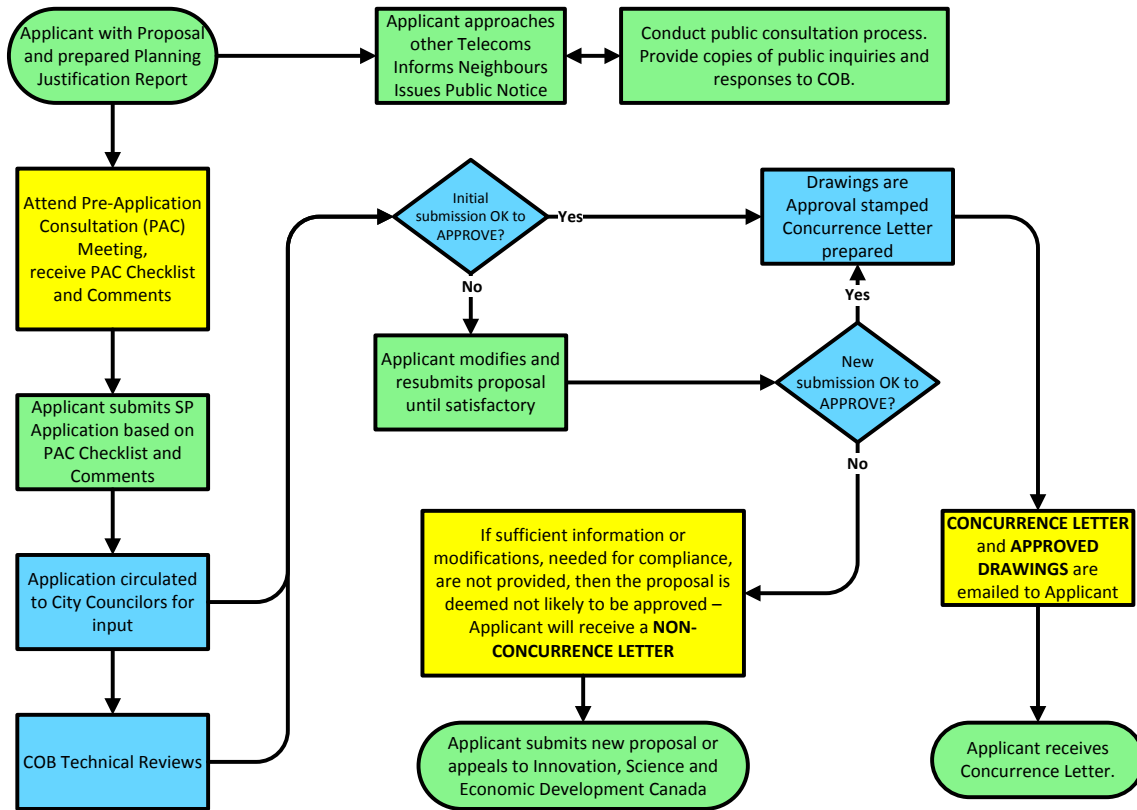
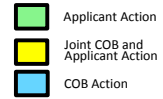
The Industry Canada document entitled “Radiocommunication and Broadcasting Antenna Systems, Issue 4, released June 2007, effective January 1, 2008” regulates antenna systems. Industry Canada recognizes that the local land-use authority should have an opportunity to influence the location of such facilities. Therefore, Industry Canada instituted procedures to ensure that municipalities are consulted prior to the building of antenna structures. Specifically, Industry Canada requires telecommunication carriers to follow the land use consultation process established by the local land use authority (i.e. City of Brampton). Industry Canada identified that the consultation process should typically be completed in 120 days.

The purpose of this City protocol and guideline is to clearly outline the land use consultation process to be followed by telecommunication carriers when submitting a proposal to modify or install a telecommunication tower within the City of Brampton for both non-City-owned properties and on City-owned properties. Subsequent to the City’s land use consultation process final approval for antenna structures is granted by Industry Canada.



# Site Plan Review User Guide

## Basic Site Plan Review Telecommunications Infrastructure Concurrence Process



## 2. Procedure for Municipal Consultation Regarding Non-City-Owned Properties

### 2.1. Antennas Affixed to Existing Structures

The Planning Division requests that all installations of antennas on existing structures be subject to the City’s Site Plan Review process. Although some antenna installations may qualify for exemptions as per Industry Canada regulations, Industry Canada identifies that consideration of local circumstances and prudence in consulting with the local land use authority is appropriate.

### 2.2 Antennas Affixed to New Structures

#### 2.2.1. Preliminary Consultation

The Planning Division requires proponents to attend a pre-application consultation meeting with Planning staff prior to the submission of a Site Plan Application for all new antenna structures, including proposals for structures less than 15 metres in height. During the site selection stage, the proponent is to submit a completed Pre-Application Consultation (PAC) Meeting Request with associated plans and background materials, and the applicable fees. The PAC meeting provides Planning staff with the opportunity to meet with the proponent to



## Site Plan Review User Guide

discuss the proposal and understand the proposal and its location. Staff will offer preliminary feedback for the site selection such as land use compatibility, sensitive visual areas and vistas, existing and proposed land uses, and any other potential impacts.

### 2.2.2. Formal Consultation

When a telecommunication company finalizes the site selection process for any antenna structure, including structures less than 15 metres in height, the proponent shall submit a site plan application (following the Basic Site Plan review stream) to the City. City staff acknowledges however that the site plan application will not be subject to the regulations of the Planning Act, and rather Industry Canada policies are to apply to structures dedicated to wireless telecommunication antennas.

#### *Submission*

The application shall include detailed plans showing the location, design, grading/drainage, and landscaping buffer of the telecommunication facilities. Upon receiving a completed application, it is considered that the land-use consultation, as referred to by Industry Canada regulations, has been initiated.

#### *Circulation by the City of Brampton*

The City will circulate the submission to affected internal departments and external agencies, including abutting municipalities if the proposed location is within 500 metres of an adjacent municipal boundary.

#### *Circulation by Applicant to Property Owners*

The City requires the proponent to circulate written notification of the application, with applicable background information, to all property owners within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. Upon request, City of Brampton staff can provide a list of municipal addresses located within the circulation distance.

In the notification, the Applicant shall outline jurisdiction matters, the rationale for the selection of the designated site, and request that any comments be sent to the Applicant with a copy to be provided to the City of Brampton. It is the proponent's responsibility to ensure that the notification provides at least 30 days for written public comment.

In addition to the written notification identified above, where proposed communication towers are 30 metres in height or greater, notice of the proposal must also be placed in the local newspaper by the proponent. The notice will include all applicable background information, as specified above.

When the aforementioned notification has been appropriately sent, the Applicant shall provide an affidavit to the City in this regard, which specifies the type of notification that was completed. Such affidavit shall be provided within 30 days of the notification.

#### *Response to Public Comments*

Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications. The proponent is also required to:

- i. Respond to the party in writing within 14 days acknowledging receipt of the question or comment or concern and keep record of the communication.



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- ii. Address in writing all reasonable and relevant concerns within 60 days of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant. The proponent shall provide a copy of the responses to the City of Brampton.
- iii. Address in any response letters that the party has 21 days from the date of correspondence to reply to the proponent's response with a copy provided to the City of Brampton.

### *Circulation by Applicant to other Telecommunication Providers*

In association with any formal site plan application, the Applicant shall send a letter to all other telecommunication providers indicating that you are pursuing a telecommunication tower on the subject site, and requesting confirmation whether the other carriers are interested in co-locating on the proposed tower. Copies of the letters and comments received are to be provided as part of a site plan application.

### *Timing of Approvals*

Within 60 days of the land-use consultation being initiated (receipt of a complete site plan application), the City will endeavour to provide site plan comments to the Applicant. The Applicant shall then resubmit drawings and documents to respond to the comments. Within 60 days of the resubmission, if the proposal is deemed acceptable, the City will issue a municipal concurrence (Site Plan Approval) and advise of any conditions of approval which may be facilitated through a letter of undertaking.

Subsequent to issuance of a municipal concurrence (Site Plan Approval) and completion of any letter of undertaking the Site Plan Approved drawings will be released to the Applicant to facilitate any required building permits. If there are irresolvable concerns, the City will inform Industry Canada accordingly. It is understood that Industry Canada will review the municipal consultation result and make a decision on the matter.

### 2.2.3. Duration of Concurrence

Construction of a communication tower must be completed within three (3) years of Concurrence being issued by Planning staff. After three years, if the tower has still not been constructed, the previous Concurrence/Approval will be deemed null and void, notwithstanding whether communication is sent in this respect to the telecommunication carrier.

## 2.3. Guidelines Regarding Non-City-Owned Properties

**2.3.1 Justification and Utilization of Existing Structures** – New communication towers should be justified on an as-needed basis. Any possibility to place equipment on existing structures such as high-rise buildings, church steeples, hydro transmission towers, existing telecommunication towers, etc. is encouraged.

**2.3.2 Co-location** – Towers shall be designed to allow co-occupancy and all tower owners are required to allow co-location on existing or planned towers by other telecommunication carriers.

**2.3.3 Setbacks** – Towers shall not be located at prominent vistas and shall be located away from residential developments or frontages of major roads and highways wherever possible.

**2.3.4** Wherever feasible, the minimum setback of a telecommunication tower that does not mimic streetlights and other street furniture to a road right-of-way shall be the height of the tower, and the setback from a tower to a residential property shall be twice of the height of the tower.



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2.3.5 *Design and Treatment* – The design of towers shall be to the satisfaction of the City. In general, the style of a tower shall be suited to the surrounding area. Generally, lattice style towers will not be permitted anywhere in the City, unless it is demonstrated that they will not be visible outside of an industrial area. Slim monopole tower design, with antennas that are flush mounted, will be the standard tower design required in the City. Where appropriate, design techniques, including but not limited to, camouflaging towers within church steeples, clock towers or flagpoles should be used in the design of a new telecommunication tower. The design of each tower will be reviewed on a site specific basis.

2.3.6 The colour of a tower shall be such to make it less visually obtrusive. A non-reflective white or light grey colour shall be provided. The City shall be informed if there is any other requirement by any agency (i.e., Transport Canada and NAV Canada).

2.3.7 The ground level of telecommunication facilities shall be landscaped. Particularly, where equipment shelters are located on the ground, the visual impact of these shelters shall be mitigated through the use of colour, decorative fencing, screening and/or landscaping.

2.3.8 Other than a plaque to identify the carrier(s), there shall be no advertisement on the facilities. A small plaque must be placed at the base of the structure identifying the owner/operator and contact information. No third party advertising shall be permitted.

### 3. Procedure for Municipal Consultation Regarding City-Owned Properties

When the proponent's site search area includes a City-owned property, the above noted requirements will apply, except with respect to preliminary consultation. To initiate preliminary consultation, the proponent shall contact the Manager of the City's Realty Services Division. The preliminary consultation process for City-owned properties will include review and comment by the City's Real Estate Coordinating Team. These comments will be forwarded to the City's Planning staff within 30 days for additional comment and circulation to the proponent.

#### 3.1 Guidelines Regarding City-Owned Properties

The proponent shall follow the same guidelines as described in Clause 2, and shall consider the additional guidelines described in the following clauses:

3.1.1 Telecom facilities shall not be installed in locations that would create electromagnetic interference with the City's wireless communication/security systems, i.e. near fire stations and other emergency services facilities, municipal communications facilities. Telecom providers are to take Radio Frequency interference mitigation measures or in the case of interference remove their equipment that is causing interference.

3.1.2 In general, telecom facility proposals for City-owned sites should avoid the use of parklands and recreational open space. When proposing the use of City-owned lands, including parklands, for telecom facilities, telecom providers shall provide an evaluation of other potential antenna and tower locations within the area to be served by the proposed facilities that demonstrates other potential locations are not suitable or viable.

3.1.3 Telecom providers shall enter into a market value based license agreement with the City that specifies the terms and conditions of the provider's occupancy of City property, including but not limited to



## Site Plan Review User Guide

length of term, rent payable, insurance requirements, indemnity, co-locates, site location and access, design of facility, letter of credit.

3.1.4 Occupancy agreements with telecom providers should facilitate the removal or relocation of a tower at no cost to the City, if necessary in light of redevelopment of the City site.

3.1.5 Telecom providers will consult with the municipality to provide the most suitable location on the identified City owned site that takes into account planned development or redevelopment on the site, and so as to cause the least visual disturbance.

3.1.6 Telecom providers should be encouraged to design telecom tower facilities in a manner which incorporates upscale architectural elements such as flag poles, clock towers, and faux water towers.

3.1.7 Telecom providers are required to provide technical specifications of all radio equipment to be used on the premises.

3.1.8 Telecom providers are to conduct preliminary radio frequency study reports confirming that the intended wireless services will not interfere with any of the City's wireless services. City staff will provide technical information regarding the City's wireless systems when required.

3.1.9 Telecom providers are required to provide updated technical information when installing additional antennas/wireless services on an existing tower.

3.1.10 Telecom providers are required to work with city staff to mitigate any interference caused by their systems, including the removal of devices causing interference to the City's wireless services if required.



## Site Plan Review User Guide

### F Suggestions for Working with Planning Consultants

Planning consultants can play an important role in the successful review of your proposal, such as:

- Understanding and interpreting planning requirements.
- Managing all planning approval processes, including the Site Plan Review Process.
- Assisting in the selection of other professional resources required for a proposal (e.g. architects, engineers, landscape architects, etc.).
- Making informed recommendations to minimize time and resources needed for a successful completion of the project.
- Professionally representing your interests throughout the application and review process.

To achieve these benefits your planning consultant should be carefully selected. Although the City of Brampton cannot suggest specific planning consultants to work on your proposals the following ideas can be considered when you are making the selection of which consultant to work with. Your professional planning consultant should:

- Have a suitable background:
  - ✓ Have education in urban planning.
  - ✓ Possess professional accreditation from the Ontario Professional Planners Institute or equivalent body.
  - ✓ Have direct experience for the type of project being proposed, i.e. a planning consultant with extensive residential experience may need transitional training or work with other specific resources prior to taking on a project outside their area of expertise, e.g. an industrial, commercial or institutional project.
- Be knowledgeable about Brampton's planning regulations, processes, policies and objectives:
  - ✓ Demonstrate their experience with previous successful projects they have worked on in the City of Brampton.
  - ✓ Strive to have all of the required drawings, reports and information available for the initial application submission. Submitting incomplete applications does not "start the process early", "get the clock running" or "speed up the process", rather, incomplete submissions generally prolong the process of review.
- Be able to provide objective and realistic perspectives:
  - ✓ Provide you, the Owner/Applicant, with specific feedback on what will be acceptable to the City of Brampton to avoid you investing significant effort and resources into a proposal that will have limited chances of being approved.
  - ✓ Recognize that the role of the planning consultant is ideally not an add-on activity to another professional undertaking (e.g. architects, designers, engineers may not have the expertise or perspective to perform a second role as a planning consultant).