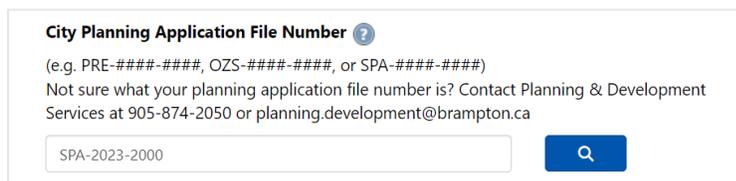## Applicant Tool Guide (for applications submitted after July 1, 2022)

The Sustainable New Communities Program (SNCP) is a point-based system in which development proposals earn points for achieving specific criteria (metrics) organized around the categories of Built Environment, Mobility, Natural Environment & Open Space, and Infrastructure & Buildings.

Applicable development proposals are required to achieve a minimum score within the Bronze threshold. As of **January 1, 2023**, all applicable applications are also required to achieve a minimum 'Good' level for the Building Energy Efficiency, Greenhouse Gas Reduction, and Resilience metric (i.e., IB-12).
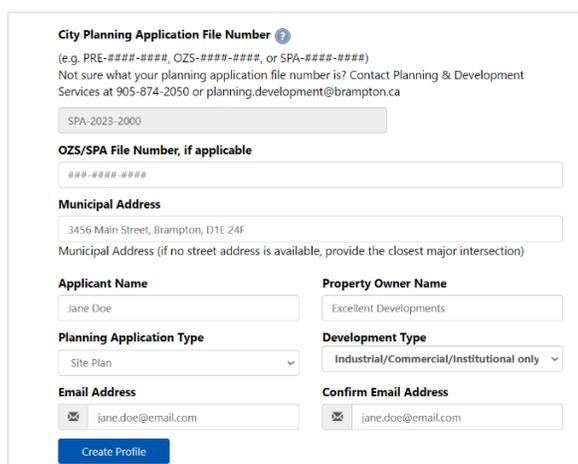
Step 1: Create a New Profile

- Enter your **planning application file number** in the text box under "City Planning Application File Number."
- Click **blue button** with a magnifying glass on the right.

- Additional text boxes will appear, including Municipal Address, Applicant Name, Property Owner Name, Planning Application Type, Development Type, Email Address, and Confirm Email Address. Enter required information in each text box.

- Confirm all information is correct and click **blue** "**Create Profile**" **button** at the bottom of the page.

- SAT will load Sustainable Metrics below.
- An email will also be sent to the provided email confirming the creation of the application and provide a link to re-access the application.

- *Tip:* For Zoning By-law Amendments, select the corresponding application type that the Amendment is intended to facilitate, for example, if the Zoning By-law Amendment is to facilitate a future Residential Site Plan Application, then select 'Site Plan' and 'Residential Only.'

Step 1.1: Access an Existing Profile

- Enter your **planning application file number** in the text box under "City Planning Application File Number."
- Click **blue button** with a magnifying glass on the right.
- Confirm all information is correct and click the **blue** "**Edit Profile**" button at the bottom of the page.
- SAT will load sustainable metrics below.
  - *Tip:* When SPA/OZS file is provided by Development Services, include it in the text box to help track the application.

City Planning Application File Number ❓

(e.g. PRE-####-####, OZS-####-####, or SPA-####-####)
Not sure what your planning application file number is? Contact Planning & Development Services at 905-874-2050 or planning.development@brampton.ca

SPA-2023-2000   [🔍]

OR
- Use the link in the email sent to the provided email address.

Your City of Brampton Measuring Sustainability session commenced at 7/6/2023 9:33:03 AM. Please use the link below to restore your session, if you lose access to your session at any time, or to edit your information.

Please remember to save your sessions before logging out of your Measuring Sustainability session.

Applicant Name : Jane Doe
Property Owner Name : Excellent Developments
Address : 4567 Main Street, Brampton, E1F 24G
Application Type : DraftPlan
Development Type : Residential
City File No.: OZS-2023-2000

Access my Sustainability Metrics.

Thank you.

Step 2: Indicate Metrics Achieved and Documentation
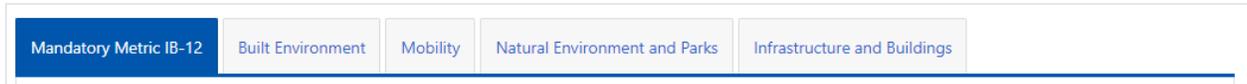
- Scroll down to the row of Category tabs (IB-12, Built Environment, Mobility, Natural Environments and Parks, Infrastructure and Buildings). Each tab has unique metrics.
- If your application does not achieve a metric, move on to next metric.
  - **IB-12 'Good' level must be achieved before the IB-12 tab can be saved for Site Plans and Draft Plan of Subdivisions.**
- If your application does achieve a metric, **select** '**Yes**' under the "Achieved?" column on the right.
  - After selecting '**Yes**', a text box will appear and prompt you to provide information regarding document(s) being submitted that illustrates how the metric has been achieved. Provide the document name, date, and page number.

- Continue to scroll down and fill out each metric that applies to the application. Any text in ***italicized bold*** is a qualifier question. If it applies for your proposed development, select 'Yes' and associated metrics will appear.

- When you reach the bottom of the page, click **green** '**Save [Metric Category]' button** on the left to save. Use the save button often to avoid potentially losing work.

- Once you have saved a category, click **blue** '**Go to [Metric Category]' button** on the right to go to the next metric category tab and repeat until all the tabs have been completed.

Step 3: Review Sustainability Score and Category

- At the top of the Tool is the applications "Points Achieved by Category" and "Final Sustainability Score."
- Confirm that your final Sustainability Score has achieved a minimum of Bronze level and the IB-12 good level has been achieved. A warning will appear if the minimum threshold or IB-12 'Good' level is not met

Step 4: Create Sustainability Score and Summary & Sustainability Snapshot PDFs

This will generate PDFs (**Sustainability Score and Summary** & **Sustainability Snapshot**) to include in the following planning application submissions:

- Block Plans/Precinct Plans
- Draft Plans of Subdivision of 10 residential units or more
- "Full" Site Plans
- Zoning By-law amendments to facilitate the above

- Click "**Print Score and Summary**" & "**Print Snapshot buttons**" at top of the page to generate PDF(s):
    - The Score and Summary PDF will outline the selected Metrics and documentation information, and
    - The Snapshot will only show the Metrics selected.

- The PDF(s) will open in a new tab and can then be saved to your Downloads folder.