



OFFICE USE ONLY

APPLICATION NO. \_\_\_\_\_

ASSESSMENT ROLL NO. \_\_\_\_\_

DATE LODGED \_\_\_\_\_

**APPLICATION FOR AN AMENDMENT TO THE OFFICIAL PLAN  
OF  
THE CITY OF BRANTFORD**

*NOTE: This form is to be completed in triplicate.*

To: General Manager of Community Development  
City of Brantford City Hall  
100 Wellington Square, P.O. Box 818  
BRANTFORD, Ontario  
N3T 5R7

**THIS FORM HAS SEVEN (7) PAGES  
AND TWO (2) SCHEDULES**

Pursuant to Section 17 of the Planning Act R.S.O. 1990 (as amended), I/We hereby submit an application, to the Council of the Corporation of the City of Brantford, for an amendment to its Official Plan. Enclosed is the required fee of \$ \_\_\_\_\_ .

*Permission is hereby granted to municipal staff of the Corporation of the City of Brantford to enter the premises subject to this Application for the purposes of making inspections associated therewith, during normal and reasonable working hours.*

*Under the Planning Act, R.S.O. 1990, c.p. 14 s 1.0.1 all information and material that is required to be provided to the City of Brantford respecting planning applications shall be made available to the public.*

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Applicant \_\_\_\_\_

**PLEASE PRINT**

**SECTION 1 - APPLICANT INFORMATION:**

**1.1** Name of Applicant and Full Mailing Address

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

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

**1.2** Name of Applicant's Agent and Full Mailing Address

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

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

**1.3** Name of Registered Owner of Subject Land and Full Mailing Address

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

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

**1.4** Party who is to be contacted about the application: (check one)

Applicant  Agent  Owner

**NOTE:** (a) All registered owners of subject land must sign this application.  
(b) Unless otherwise directed, all correspondence, notices, etc., in respect of this application will be forwarded to the Applicant noted above, except where an Agent is employed, such will be forwarded to the Agent.

**SECTION 2 - LOCATION OF LANDS SUBJECT TO PROPOSED AMENDMENT:**

2.1 Municipal Address (if applicable) \_\_\_\_\_

2.2 Legal Description:

Concession Number(s) \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

Registered Plan Number(s) \_\_\_\_\_ Lot(s)/Block(s) \_\_\_\_\_

Reference Plan Number(s) \_\_\_\_\_ Part Number(s) \_\_\_\_\_

CITY OF BRANTFORD

Description formerly of the Township of Brantford, in the County of Brant?  Yes  No

2.3 Are there any easements or restrictive covenants affecting the subject land?

Yes  No If yes, describe the easement or covenant and its effect.

\_\_\_\_\_

\_\_\_\_\_

**SECTION 3 - OWNERSHIP STATUS:**

3.1 What was the date upon which the current owner acquired the subject land?

\_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

3.2 Are you (or the party you represent) engaged in any Option/Offer to Purchase or Agreement of Sale in respect to the subject land with the Registered Owner?  Yes  No

If Yes, specify

a) type of transaction \_\_\_\_\_

b) expiry date \_\_\_\_\_

c) whether such option/offer/agreement is conditional upon the approval of any amendment to the Official Plan or any other type of planning application requiring approval.

Yes  No

**SECTION 4 - CURRENT AND PROPOSED LAND USE:**

4.1 (a) Current Use of Subject Land: \_\_\_\_\_

(b) Are there any existing buildings or structures on the subject land?  Yes  No

If yes, are these buildings to be retained, demolished or otherwise removed? \_\_\_\_\_

4.2 Proposed Use of the Subject Lands: \_\_\_\_\_

\_\_\_\_\_

**SECTION 5 - TYPE OF PROPOSED AMENDMENT:**

Check the appropriate boxes and complete the section(s). Depending on the purpose of the proposed plan amendment, more than one box may need to be checked.

5.1  An Official Plan Amendment that proposes to add new policy or change, delete or replace approved Official Plan policy.

a) Describe the purpose of the proposed amendment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Identify the policy to be added, changed, replaced or deleted \_\_\_\_\_

\_\_\_\_\_

c) What is the current land use designation on the subject land, if applicable?

\_\_\_\_\_

d) What land uses are permitted by the current designation on the subject land? \_\_\_\_\_

\_\_\_\_\_

e) What land uses would be permitted by the proposed Official Plan Amendment on the subject land?

\_\_\_\_\_

\_\_\_\_\_

5.2  An Official Plan Amendment that proposes to change or replace the approved Official Plan land use designation on the subject land.

a) What is the approximate area of the subject land, if known? \_\_\_\_\_ hectares.

b) What is the current designation of the subject land? \_\_\_\_\_

c) What land uses are permitted by the current designation on the subject land?

\_\_\_\_\_

d) What is the proposed designation for the subject land? \_\_\_\_\_

e) What land uses will be permitted by the proposed designation on the subject land?

\_\_\_\_\_

**SECTION 6 - STATUS OF OTHER PLANNING APPLICATIONS:**

6.1 Have you made any other application under the Planning Act, such as for approval of an Official Plan Amendment, Draft Plan of Subdivision or Condominium, a Zoning Bylaw Amendment, a Minor Variance, a Minister's Zoning Order Amendment, or a site plan or for a Consent that involves the land?

a) that is the subject land?  Yes  No

b) that is within 120 metres of the subject land?  Yes  No

c) If Yes to a) or b), and if known, list below or attach on a separate page:

i. the name of the approval authority considering the application

ii. the type of application and the file number

iii. a description of the land that is the subject of the application

iv. the purpose of the application and the effect of the application on the proposed Official Plan Amendment, and

v. the status of the application

**SECTION 7 - OTHER INFORMATION:**

*For Site-Specific Official Plan Amendments involving a change to the land use designation of a parcel of land, and/or changes of Official Plan policies applicable thereto, the types of exhibits described in the attached Schedule "A" are normally required by the Municipality. Certain exhibits may be dispensed with if the General Manager of Community Development is satisfied that they are not necessary. If you are submitting a related Zoning Amendment Application involving a particular development proposal, you may only have to provide these exhibits once, rather than having to provide separate sets of information for each application. You should consult the Planning Department in advance of formally submitting an application to determine all information requirements.*

***It is the applicant's responsibility to provide all background information, reports and other materials to satisfy local municipal requirements and to support due regard to Provincial Policy Statements pursuant to Section 3 of the Planning Act.***

**7.1** PLEASE CHECK THOSE EXHIBITS YOU ARE PROVIDING WITH THIS APPLICATION.  
See Schedule "A" for descriptions of the types of exhibits listed below

- EXHIBIT 1 - Plot plan/boundary description (2 copies)
- EXHIBIT 2 - Plot plan of existing conditions (6 copies)
- EXHIBIT 3 - Plot plan of proposed development (12 copies)
- EXHIBIT 4 - Elevations and internal layout plans (3 copies)
- EXHIBIT 5 - Photo reduction(s)
- EXHIBIT 6 - Diskette(s)
- EXHIBIT 7 - Written description and justification

**7.2** Name and description of all reports and other support documentation you are submitting with this Application (5 copies each).

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**7.3** Is there any other information that may be useful to the Municipality or agencies in reviewing this proposed Official Plan Amendment? If so, explain below or on a separate page.

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**SECTION 8 - SWORN DECLARATIONS:**

AUTHORIZATION BY OWNER(S)

As owner(s) of the property referred to in this application I (we) authorize and direct that \_\_\_\_\_ shall act on my (our) behalf to do and perform all things necessary with this application. And this shall be your good and sufficient authorization for so doing.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

DECLARATION

I, \_\_\_\_\_, of \_\_\_\_\_ of the County  
of \_\_\_\_\_, do solemnly declare that all above statements and the statements contained  
in all of the exhibits transmitted herewith are true, and I make this solemn declaration conscientiously  
believing it to be true, and knowing it has the same force and effect as if made under oath and by virtue of  
the "CANADA EVIDENCE ACT".

I FURTHERMORE ACCEPT THE OBLIGATIONS TO OBTAIN, ERECT, AND MAINTAIN THE  
PUBLIC NOTICE SIGN(S) AS SET OUT IN SCHEDULE "B" ATTACHED HERETO AND  
FORMING PART OF THIS APPLICATION.

DECLARED before me at the \_\_\_\_\_ of  
\_\_\_\_\_ in the \_\_\_\_\_ of  
\_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
COMMISSIONER OF OATHS

NO APPLICATION SHALL BE DEEMED RECEIVED BY THE GENERAL MANAGER OF COMMUNITY  
DEVELOPMENT UNTIL HE RECEIVES ALL OF THE PRESCRIBED INFORMATION, AND HE ISSUES AN  
OFFICIAL ACKNOWLEDGMENT OF ITS RECEIPT.

**SEE SCHEDULE "B" FOR ACKNOWLEDGEMENT OF ACCEPTANCE OF THIS APPLICATION BY  
THE GENERAL MANAGER OF COMMUNITY DEVELOPMENT.**

## **Schedules**

**Types of Exhibit Required in Support of Submissions**  
**(Refers to Section 7 of this Application Form)**

- EXHIBIT 1**      A plot plan or a boundary description sufficient to identify the subject property.

Two (2)  
Copies
- EXHIBIT 2**      A plot plan showing the proposed site drawn to a scale of not less than 1 cm = 5 m (1:500) and showing the following information:

Six (6)  
copies

  - (a) the area and the principal dimensions of the property;
  - (b) the location of any easements, deed restrictions, encroachments, or public regulations (other than those of the Official Plan or Zoning Bylaw) which may limit the use of the land;
  - (c) for each existing building or structure: the type of building or structure; the setback from the front lot line, rear lot line and side lot lines; the height in metres of the building or structure; and the dimensions and/or floor areas of the building or structure.
- EXHIBIT 3**      A plot plan drawn to a scale of not less than 1 cm = 5 m (1:500) showing:

Twelve (12)  
copies

  - (a) for each proposed building or structure: the type of building or structure; the setback from the front lot line, rear lot line and side lot lines; the height in metres of the building or structure; and the dimensions or floor area of the building or structure.
  - (b) the approximate location of all natural and artificial features on the subject lands and on land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
  - (c) the current uses on land that is adjacent to the subject land.
  - (d) the location, width and name of any roads within or abutting the subject lands, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
  - (e) existing topography of the property and adjacent streets with a contour interval not more than 0.75 m;
  - (f) proposed topographic elevation and finished grades of the property and adjacent streets;

**EXHIBIT 3** (Continued)

- (g) lot coverage and gross floor areas in square metres for all buildings and structures;
  - (h) outline of all planting beds, buffer planting, lawn areas, areas to be seeded and sodded, and any other landscaping or site improvements, including the identification of all trees, shrubs and other plant materials to be installed and/or retained on the site;
  - (i) any proposed subdivision of the property;
  - (j) location and dimensions of off\_street parking areas and parking structures, the number of parking spaces to be provided, and ingress and egress to public streets;
  - (k) any pylon signs, fascia signs, light standards, etc., and their location.
  - (l) garbage collection and other outdoor storage areas.
- EXHIBIT 4**  
Three (3)  
copies
  - (a) Elevation plans of proposed buildings showing height, number of storeys and general appearance, drawn to a scale of not less than 1 cm = 1 m (1:100);
  - (b) Conceptual internal floor layout plans and, for residential uses, a statement describing the number of apartments, type of apartments, number of bedrooms, average floor area, and use of any ancillary space.
- EXHIBIT 5**  
One (1)  
copy each  
Photoreductions of each plan submitted under Exhibits 3 and 4, reduced to an 8½" x 11" (21.5 cm x 28 cm) format size, of a quality suitable for Photoreductions reproduction. **If the plans were computer generated, in Autocad, copies of diskettes should also be provided.**
- EXHIBIT 6**  
Diskette(s) - Copies of Plans formatted to Autocad Release 14 or lower.
- EXHIBIT 7**  
One (1) copy  
A written description of the proposal, including applicant's reasons and justifications for requesting proposed amendment(s).

## SCHEDULE "B"

### PUBLIC NOTICE SIGN REQUIREMENTS

In an effort to improve public awareness of proposed developments which require certain types of Planning Approval by the Corporation of the City of Brantford, City Council now requires that public notice signs be posted on the site subject to the application.

The following policies apply to the posting of such signs:

1. No application for site-specific amendment to the City's Official Plan or Comprehensive Zoning Bylaw shall be processed until a public notice sign is erected on the lands subject to the application.
2. City council shall not consider an application for approval of a draft plan of subdivision or a draft plan of condominium until a public notice sign is erected on the lands subject to the application.
3. The applicant shall be responsible for obtaining the required number of signs, erecting them in a location approved by the City's Administrator of Planning and Building Services, and maintaining them in place until the holding of the first public meeting in the process of consideration of the application. The applicant shall be responsible for removing the sign(s) following City Council deciding on the application. All of these obligations of the applicant are to be at no cost to the City.
4. The Administrator of Planning and Building Services shall approve of the wording shown on the public notice sign.
5. One public notice sign shall be placed within 3 metres of every street that the subject property abuts and shall be clearly visible from the street. The bottom of the sign shall not be more than 2.0 metres above grade.
6. Where the subject property has more than 75 metres of frontage on a given street, the Administrator of Planning and Building Services shall have the discretion of requiring the placement of additional signs.

***THE FORM REPRODUCED ON THE REVERSE SIDE OF THIS SHEET, ONCE COMPLETED BY THE DIRECTOR OF PLANNING, OUTLINES THE SPECIFICATIONS FOR THE PUBLIC NOTICE SIGN(S) REQUIRED FOR THE APPLICATION OF WHICH THIS SCHEDULE "B" FORMS A PART.***

**PUBLIC NOTICE SIGN SPECIFICATION  
FOR**  
APPLICATION \_\_\_\_\_

minimum 610mm or 24"

**PUBLIC NOTICE**

APPLICATION TO THE CITY OF  
BRANTFORD  
FOR  
PLANNING APPROVAL

A \_\_\_\_\_  
application has been made to permit the development of  
this site for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Council will hold a public meeting regarding the  
proposed development.

*For further information regarding the date of the public  
meeting and the details of the application, contact the  
Planning Division, City Hall, 759-4150, referring to:*

Application Number \_\_\_\_\_

4 cm high

3 cm high

2.2 cm high

2.2 cm high  
(italic)

2.2 cm high

minimum font heights

SIGN MATERIAL:  
**SIGN TO BE CONSTRUCTED  
OF YELLOW CORRUGATED  
PLASTIC ("CORROPLAST")**

TYPEFACE:  
**HELVETICA IN REGULAR  
AND ITALIC FONTS AS SHOWN  
LETTER COLOUR: BLACK**

WORDING: AS SHOWN

NUMBER OF SIGNS  
REQUIRED: \_\_\_\_\_

SPECIAL INSTRUCTIONS:

**APPLICATION RECEIVED BY THE PLANNING DEPARTMENT FOR REVIEW:**

DATE \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**THIS APPLICATION ACCEPTED AS COMPLETE FOR TRANSMITTAL TO THE CLERK'S OFFICE**

and the Public Sign Specifications as shown above approved

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
GENERAL MANAGER OF COMMUNITY DEVELOPMENT