



## CURRENT DEVELOPMENT SERVICES

# **COMPLETE APPLICATIONS - PROCEDURE**

A Pre-consultation Meeting will precede the formal submission of each Application for Official Plan and/or Zoning By-law Amendment, Draft Plan of Subdivision, Consent and Site Plan Approval, submitted to the City of Brantford. This Meeting will determine the information that will be required by the City to conduct an appropriate review of the development proposal. It is the intention of the Municipality to advise the Applicant of the minimum information requirements in order to allow for the processing of the Application following its submission to the City. This will be done through the submission of a Complete Application. It is acknowledged that some information required to support the application might not be necessary at the outset in order for an application to be considered complete. In this event, Staff will advise at what point in the process the City requires this information. Should the Applicant not provide this information, Staff reserves the right to cease processing of the Application until the requested information has been submitted.

It should be recognized by the Applicant that additional information may be required, in addition to that determined through the pre-consultation process, as a result of the formal circulation and review of the development proposal, by other City Departments as well as external agencies. The Applicant will be advised of these additional requirements, if applicable, by Planning Department Staff as soon as possible as it becomes known. Processing of the Application will continue to the extent possible prior to the additional information being submitted. Should further processing not be possible, the Applicant will be so advised.

In addition to the requirements of *The Planning Act*, which includes such things as contact information; description of the lands; and type, purpose and text of the of the proposed amendment, the following will be required to be filed in conjunction with all Applications for Official Plan and/or Zoning By-law Amendment: Plan of Subdivision; and Consent

- Application Form;
- Covering Letter; and
- Required Fees;

Depending upon the type and nature of the aforementioned Application some, or all, of the following documentation will also be required.

- Agricultural Impact Assessment and/or statement of conformity with Minimum Distance Separation Formula
- Archaeological Assessment

- Building Details (including elevations, colours, materials, etc.)
- Building Matrix
- Commercial Land Needs Assessment
- Employment Land Needs Assessment
- Environmental Impact Assessment
- Environmental Strategy
- Erosion/Sediment Control Plan
- Financial Impact Study
- Functional Servicing Report
- Geotechnical Report
- Height Survey of Adjacent Buildings
- Heritage Impact Statement
- Hydrogeology Study
- Land Assembly Documents
- Landfill Impact Study
- Neighbourhood Design Plan
- Noise and/or Vibration Study
- Odor, Dust and Light Assessment and Mitigation Report
- Park Concept Plan
- Parking Study
- Peer Review Studies
- Phase I Environmental Site Assessment
- Phase II Environmental Site Assessment
- Phasing Plan
- Planning Justification Report
- Record of Site Condition or Affidavit of Qualified Person
- Rental Housing Conversion Study
- Residential Land Needs Assessment
- Retail/Market Impact Report
- Sensitive Land Use Report
- Shadow Analysis
- Site Plan/proposed Draft Plan of Subdivision and/or Condominium
- Soil Report
- Stormwater Management Report/Plan
- Street Parking Study
- Survey (completed within the last five years preceding Application submission showing all buildings/structures currently located on property)
- Traffic/Transportation Impact Study
- Tree Inventory and/or Tree Preservation Study
- Top-of-Bank Demarcation
- Urban Design Guidelines

The Terms of Reference, or the minimum requirements for each of the studies/reports noted above will be discussed during the Pre-Consultation Meeting and the objectives and parameters of the studies will be agreed to between the parties prior to them being undertaken. In the event that one or more studies have been undertaken without input from the City, Staff reserves the right to require revisions to ensure that the studies are completed in accordance with Municipal requirements.

02/19/08