



# Block Plan Application Form

## People, Legislated Services and Planning

### OFFICE USE ONLY

File Number/Name:		Verified Application Fee:	Receipt Number:
Pre-Consultation Date:	Application Received Date:	Received By:	Related Files:

Applications for Block Plans are submitted pursuant to Section 5.1.f. of the City of Brantford Official Plan. All sections of this application, together with the information and material requested, shall be completed and/or submitted in its entirety. The application must be accompanied by the required fees, payable to the CITY OF BRANTFORD, prior to its processing in accordance with the "Development Application Fee Schedule" (please visit: <https://www.brantford.ca/en/business-and-development/planning-fees.aspx>).

Prior to submitting this application, Block Plan proponents should contact [cobplanning@brantford.ca](mailto:cobplanning@brantford.ca) to schedule the required pre-consultation meeting. General process and technical requirements will be discussed at this meeting, identifying studies to be addressed in the specific Block Plan Terms of Reference. It also provides an opportunity to present and receive feedback on preliminary concepts.

### 1.0 BLOCK PLAN REPRESENTATIVE

1.1 Landowner/Prospective Owner/Lessee/Agent or Solicitor: \_\_\_\_\_

1.2 Firm/Company: \_\_\_\_\_

1.3 Address: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

1.4 Phone (Business & Cell): \_\_\_\_\_

1.5 Email Address: \_\_\_\_\_

1.6 Representative is (check box):  Owner  Lawyer  Planner  Consultant / Agent  Other

**Please Note: All correspondence will be forwarded to the Block Plan Representative.**

### 2.0 PARTICIPATING REGISTERED OWNER(S) OF PROPERTIES

Please ensure individual participating land owners fill out and sign the required information outlined in Appendix A. The signatures required in Appendix A may be compiled and provided in an alternate format.



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## 3.0 NON-PARTICIPATING REGISTERED OWNER(S)

Please ensure individual non-participating land owners are identified using Appendix B.

## 4.0 SUPPORTING MATERIAL WITH APPLICATION

Supporting materials should be submitted in line with the process requirements outlined in Section 2.2, Block Plan Preparation Steps, and Section 4.1, Block Plan Terms of Reference, in the [Comprehensive Block Plan Terms of Reference](#), including:

- A completed Block Plan application form and fee;
- Two (2) hard copies and one digital PDF copy of the block specific Block Plan Terms of Reference;
- A cover letter that provides a high level description of the specific Block Plan concept and any other supporting information available at the time of submitting your application. Preliminary concepts and available background information will help City Staff review your draft Block Plan Terms of Reference.

*Please note that once the Block Plan Terms of Reference is approved by City Staff, Planning Staff will confirm next steps to permit successful applicants to advance with the development of a Block Servicing Strategy and the Block Plan Document & Conceptual Master Plan.*

## 5.0 GEOGRAPHIC INFORMATION SYSTEMS REQUIREMENTS

The submission package (where appropriate) should be provided in geographical data in GIS (\*.shp or file Geodatabase) format. Each of these files must have the following projected coordinate system:

NAD 1983 CSRS UTM Zone 17N, Projection: Transverse Mercator, Linear unit: Metre



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### 6.0 ACKNOWLEDGEMENT

The Applicant/Agent acknowledges that the City of Brantford considers the application forms and all supporting materials, including all studies and drawings, filed with any application to be public information and to form part of the public record. By filing an Application, the applicant consents to the City of Brantford photocopying, posting on the internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant.

The Applicant/Agent also hereby states that it has authority to bind its consultants to these terms. Additional information may be requested by the Planning Department following a preliminary review of the application.

### 6.1 FREEDOM OF INFORMATION

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of Brantford to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I, \_\_\_\_\_, the Owner, hereby agree and acknowledge  
*(Print name of Owner)*

that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, I hereby consent to the City of Brantford making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

\_\_\_\_\_  
Signature of  Owner  Applicant  Agent

\_\_\_\_\_  
Date



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## 6.2 ACKNOWLEDGEMENT CLAUSES

I hereby apply for Block Plan approval. I understand that applications for a Draft Plan of Subdivision or implementing Zoning By-law may not be submitted until the Block Plan and Block Servicing Strategy have been accepted by the Director of Planning.

I acknowledge that the City of Brantford is not responsible for identification and remediation of any contamination on the property, which is the subject of this Application – by reason of its approval to this Application.

\_\_\_\_\_  
Signature of  Owner  Applicant  Agent

\_\_\_\_\_  
Date

## 6.3 AFFIDAVIT OR SWORN DECLARATION

I, \_\_\_\_\_, of the \_\_\_\_\_

in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the \_\_\_\_\_

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

\_\_\_\_\_  
Signature of  Owner  Applicant  Agent

\_\_\_\_\_  
Signature of a Commissioner, etc.



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## 6.4 AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below and corresponding Appendix A must be completed.

### Authorization of Owner for Agent to Make the Application

We, Refer to Appendix A for a list of participating land owners, are the owner(s) of the land that is the subject of this application and authorize \_\_\_\_\_ to act as our agent in this matter and to make this application on our behalf and to provide any of our personal information that will be included in this application or collected during the processing of this application.

\_\_\_\_\_

Date

Refer to Appendix A

Signatures of Owners

\* Please ensure that all participating land owners have completed and signed Appendix A.



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### 7.0 BLOCK PLAN APPLICATION FEES

Please ensure that you are referencing the latest fee schedules found here:

<https://www.brantford.ca/en/business-and-development/planning-fees.aspx>

The fee calculation is to be completed by the Applicant.

Fee Type		Amount		Total
A	Application Fee	\$ 15,670		\$ 15,670
B	Per Hectare Fee (Rate x Gross Hectares)	\$ 500 (Rate)	Number of Gross Hectares:	
C	Engineering Block Plan Review Fee	\$ 8,000		\$ 8,000
<b>Total (A+B+C)</b>				

#### NOTES:

- The required City of Brantford Application Fee must be paid in full before any processing of the application is commenced by the Planning Department.
- If a cheque is submitted for an incorrect fee amount, the cheque will be returned to the Applicant, and a new cheque with the correct fee amount will be required to be submitted.
- The Number of Gross Hectares applied in the fee shall include the gross land area of all Participating Landowners and Non-Participating Landowners.
- A Recirculation fee will be applied when substantial changes are initiated by the applicant that require a full recirculation for review and comment prior to approval of the specific Block Plan Terms of Reference submitted with this application form, and/or the Block Plan Document and Conceptual Master Plan, and/or Block Servicing Strategy.



