

Amendment to a Secondary Plan By-law

Name of Property Owner: _____

Name of Applicant: _____

Civic Address of Property: _____

Legal Description of Property: _____

References:

BAPD Development Plan By-law No. 95/01/12
Applicable Secondary Plan By-law

Prior to submitting a formal application, the Planning, Property & Buildings Department strongly recommends that all applicants meet with a Community Planner to complete a pre-application review

Secondary Plan to be Amended (Name & By-law No.): _____

Proposal:

As the applicant, I confirm and verify to the City that the information provided in this application is true and complete, and I undertake to observe and perform all provisions of The Planning Act, the Development Plan, the Zoning By-law, and the provisions of other relevant laws, by-laws or agreements.

Signature of Applicant: _____ Date: _____

Address: _____ Postal Code: _____

Phone No.: (Primary) _____ (Secondary) _____

Email Address: _____

Signature of Owner: _____ Date: _____

Address: _____ Postal Code: _____

Phone No.: (Primary) _____ (Secondary) _____

Email Address: _____

The personal information which you are providing is being collected under the authority of The Planning Act and will be used for the purpose of approving this application. Information is also being collected for the purpose of statistical reporting. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and/or use of information, contact Jennifer Houlihan, FIPPA Coordinator, City of Brandon Planning, Property & Buildings Department, 638 Princess Avenue, Brandon, Manitoba, R7A 0P3, Telephone 204-729-2116

FOR PLANNING DEPARTMENT USE ONLY:

Community Planner: _____ Planning File No.: _____ CityView No.: _____

Date Application Received: _____ Payment Date: _____ Receipt No.: _____ Amount: \$ _____

Secondary Plan Amendment

A secondary plan amendment is a process where parts of a Secondary Plan By-law are added, altered or deleted. A Secondary Plan contains policies that are more specific to the development of a geographical area within the City of Brandon, but is not as specific as a Zoning By-law. The amendments may affect the text of the plan, the maps, or both. The scale of a secondary plan amendment may also vary from an individual property to the entire secondary plan area.

Documentation and Fee Requirements

- Application Fee: See fee schedule
- Status of Title: Issued by Brandon Land Titles Office no later than 30 days before the date of the application
- Letter of Authorization: From registered owner(s) of the land whose name(s) appear on the title
- Letter of Intent: As per attached checklist
- Site Plan: As per attached checklist
- Other plans and documentation may be required, depending on the nature of the request

Application may not be processed until all of the above information has been submitted

Timelines

The process generally can take four (4) months at best. Complicated applications may take a longer period of time.

Decision Making Authority

Secondary plan amendment applications are decided by City Council. The Planning Commission, an independent body of five (5) members appointed by City Council, will hold a public hearing and make a recommendation to City Council on the application.

Pre-Application Review

Before formal submission of an application, the Planning, Property & Buildings Department can do a preliminary review of the application package and, if necessary, advise the applicant on which elements of the package should be revisited. The Planning, Property & Buildings Department cannot guarantee support or approval of an application, as it must objectively analyze all applications. The pre-application review may take four (4) weeks.

Public Hearing

The applicant must attend a public hearing scheduled by the Planning, Property & Buildings Department, and he/she is responsible to present details of his/her application and answer any questions the Planning Commission may have. The public hearing allows the general public to comment on the application prior to the Planning Commission's decision.

Second Objections

Should City Council give a secondary plan amendment application second reading, anyone who commented on the application at the public hearing and is not satisfied with City Council's decision may file a second objection in writing to the Office of the City Clerk. The second objection must indicate who is appealing, the secondary plan amendment file number or the by-law number, and the reasons for the second objection. City Council will then hold a second public hearing before making its final decision.



Letter of Authorization

Date: _____

To: City of Brandon
Planning, Property & Buildings Department
638 Princess Avenue
Brandon, MB R7A 0P3

RE: _____ (address or legal description of application)

I (We) hereby give authorization to:

_____ (Applicant's name)

To apply for a development application for the above address.

Registered Owner(s) on the Current Status of Title:

_____	_____	_____
Name (Print)	Name (Signed)	Date
_____	_____	_____
Name (Print)	Name (Signed)	Date
_____	_____	_____
Name (Print)	Name (Signed)	Date
_____	_____	_____
Name (Print)	Name (Signed)	Date

Letter of Intent (Secondary Plan Amendment) Requirements

All letters of intent must have the following information:

For Planning Office Use Only

	<i>Provided</i>	<i>N/A</i>
1. Business/Formal letter format (addressed to “City of Brandon Planning, Property & Buildings Department”, signed and dated)	<input type="checkbox"/>	<input type="checkbox"/>
2. Name(s) of applicant(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of proposed development (civic address and legal description)	<input type="checkbox"/>	<input type="checkbox"/>
4. Description of proposed development, including but not limited to use(s) proposed on site, number and types of residential/non-residential units, design themes, any other related development applications, how the proposal fits with the surrounding area	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the proposal generally consistent with the Development Plan? (cite and expand on applicable policies)	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposal generally consistent with the Secondary Plan? (cite and expand on applicable policies)	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan (Secondary Plan Amendment) Requirements

The site plan must be drawn to scale with all dimensions clearly labeled and submitted in PDF and paper format (Maximum Size: 11" x 17") showing:

For Planning Office Use Only

	<i>Provided</i>	<i>N/A</i>
1. Title and date (latest revision)	<input type="checkbox"/>	<input type="checkbox"/>
2. North arrow (oriented to top of page)	<input type="checkbox"/>	<input type="checkbox"/>
3. Drawing scale (metric)	<input type="checkbox"/>	<input type="checkbox"/>
4. Location (civic address and legal description)	<input type="checkbox"/>	<input type="checkbox"/>
5. Site lines and all adjacent public rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>
6. Area of site (m ²)	<input type="checkbox"/>	<input type="checkbox"/>
7. Roadways, driveways, laneways, aisles	<input type="checkbox"/>	<input type="checkbox"/>
8. Pedestrian connections	<input type="checkbox"/>	<input type="checkbox"/>
9. Parking	<input type="checkbox"/>	<input type="checkbox"/>
10. Any other information as required	<input type="checkbox"/>	<input type="checkbox"/>