



## Planning & Building Safety Department Internal Policy and Procedure

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**Policy:** Urban Design Review Policy

**Subject:** Expectation and procedure on Urban Design Review process

**Covers:** Planning & Building Safety Department

**Effective:** January 1, 2015

**Purpose:** The adoption of the Urban and Landscape Design Standards Manual (ULDSM) by City Council requires that additional time be spent on review for certain development applications as part of the implementation requirement. The type and extent of the urban design review process varies depending on the nature of a development application. The purpose of the Urban Design Review Policy is to provide direction on when and how the urban design review process is administered.

\*Where there is any conflict between the policies and procedures adopted by the City of Brandon and the policies and procedures set forth in a collect agreement adopted by the City of Brandon, or policies and procedures set forth in a statute of the Provincial or Federal Government, the collective agreement of the Provincial or Federal statute shall supersede such other policies or procedures.

**Policy:****Review Process**

1. Urban Design Review may be processed in the following manner:
  - a. concurrently with a building permit application;
  - b. as a stand-alone development permit prior to the application for a building permit; or
  - c. as part of a phased development permit prior the application for a building permit.
2. Urban Design Review applies to all development or building permit applications as stated in Section 1.2 of the ULDSM which includes, but is not limited to:
  - a. two-family and multiple-family dwellings;
  - b. commercial, industrial and institutional development;
  - c. a change of use resulting in the increase in the intensity or density of the use of land; and
  - d. stand-alone parking areas.
3. Urban Design Review for any residential two-family, multi-family dwellings, commercial, industrial and institutional development (including additions) must comply with all parts of the requirements (i.e. site, building and landscaping) set-forth in the ULDSM. The review shall be completed by planning administration at a Planning Review Meeting. The purpose of completing the review at the Planning Review Meeting is to ensure consistency in how the ULDSM is being administered and implemented.
4. Urban Design Review for any commercial or industrial development that only requires compliance with Part 3 (landscape design) set forth in the ULDS may be completed by a Community Planner.

**Fee**

5. The fee for urban design review shall be in accordance with the City's adopted Annual Schedule of Fees, Schedule "A" 2015, By-law No 7105.
6. The fee for urban design review will apply to all development applications requiring compliance with all parts of the ULDSM, with the following exceptions:
  - a. a development permit for a phased development; and
  - b. a building permit within a phased development, when the urban design review is processed as part of the phased development permit.
7. The fee shall be administered at the time of a permit is issued.

**Procedures/Responsibilities:**

**Employees**

- Community Planners should recommend to the applicant that the Urban Design Review be reviewed and approved prior to the application for a building permit.
- Community Planners are responsible for communicating the fee requirements to the applicant at the time of applying for a development or building permit.
- Community Planners must ensure a permit requiring Urban Design Review include items identified in the application checklist in order to constitute a complete submittal.
- Community Planners are responsible for administering the Urban Design Review process diligently and providing immediate notice to the applicant of any deficiency.
- Community Planners are responsible to notify administrative staff of applicable fee requirements.

**Supervisors**

- Ensure all employees are aware of this policy.
- Ensure the consistent application of the policy.
- Support employees in executing the policy.
- Monitor and make changes to the policy as necessary in order to improve upon process efficiency.

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