

## Minor Development Permit

A development permit approves the use of a site, as well as the size and location of any buildings in accordance with City standards. A separate development permit is optional for minor developments, including two to four residential dwelling units and minor non-residential additions.

### Documentation and Fee Requirements

- Application Fee: See fee schedule
- Application Form
- Status of Title:
  - Issued by Brandon Land Titles Office no later than 30 days before the date of the application
- Surveyor's Staking Certificate (for construction of new building and structure only)
- Letter of Authorization: From registered owner(s) of the land whose name(s) appear on the title
- Site Plan: As per attached checklist
- Building Elevation Plan: As per attached checklist
- Lot Grading and Drainage Plan/Site Servicing Plan: As per attached checklist
- Addressing Request: Contact the Property Section at 204-729-2517
- 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

Generally the process takes four (4) weeks following a complete initial submission or a resubmission; however, complicated applications may take a longer period of time.

### Process

- Applicant submits a development permit application
- City staff review the application to ensure it is complete
- City staff review the proposed development to ensure compliance with City standards, including but not limited to:
  - Zoning By-law No. 7124 (Schedule A)
  - Urban & Landscape Design Standards Manual (Schedule C of ZBL)
  - Lot Grading, Drainage and Elevations By-law No. 6626 and Schedule A
  - Water and Wastewater Control By-law No. 5957
  - Traffic By-law No. 5463 and Schedule A-Y
  - Brandon Area Road Network Development Plan
  - Any applicable Secondary, Neighbourhood, or Master Plans
- City staff will either approve the permit or provide a written list of deficiencies



### 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

### Site Plan Checklist

To scale and dimensioned (metric), showing the following:

	Required	N/A
1. Title and date (latest revision)	<input type="checkbox"/>	<input type="checkbox"/>
2. North arrow (north pointing towards the top or left side of page)	<input type="checkbox"/>	<input type="checkbox"/>
3. Location (civic address and legal description)	<input type="checkbox"/>	<input type="checkbox"/>
4. Legend for all symbols, hatching and shading	<input type="checkbox"/>	<input type="checkbox"/>
5. Property lines and all adjacent public rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>
6. Existing & proposed structures	<input type="checkbox"/>	<input type="checkbox"/>
7. Setbacks (distances) to all property lines from all existing and proposed structures, and between existing and proposed structures (ZBL, Section 51 [Table 10], 55 [Table 12] or 59 [Table 14])	<input type="checkbox"/>	<input type="checkbox"/>
8. Lighting (light standards and lights on buildings) (ULDS, Sections 3.10 and 3.11)	<input type="checkbox"/>	<input type="checkbox"/>
9. Waste disposal areas and enclosures (ZBL, Section 40; ULDS, Section 3.6)	<input type="checkbox"/>	<input type="checkbox"/>
10. Fencing or screening features (ZBL, Sections 24 [Tables 1-3] and 39; ULDS, Section 3.7)	<input type="checkbox"/>	<input type="checkbox"/>
11. All easements (e.g. utility, overland drainage)	<input type="checkbox"/>	<input type="checkbox"/>
12. Area of site (m <sup>2</sup> ) (ZBL, Section 51 [Table 10], 55 [Table 12] or 59 [Table 14])	<input type="checkbox"/>	<input type="checkbox"/>
13. For residential development, provide number of dwelling units and number of bedrooms and size (m <sup>2</sup> ) for each dwelling unit (ZBL, Section 51 [Table 10], 55 [Table 12], 59 [Table 14])	<input type="checkbox"/>	<input type="checkbox"/>
14. For non-residential development, provide information to calculate minimum parking for proposed use in accordance with ZBL, Section 26 (Table 4)	<input type="checkbox"/>	<input type="checkbox"/>
15. Total building(s) coverage (% of site area) (ZBL, Section 51 [Table 10], 55 [Table 12] or 59 [Table 14])	<input type="checkbox"/>	<input type="checkbox"/>
16. Surface treatment(s) of all areas (ZBL, Subsections 29(b) and 47(d); ULDS, Part 5)	<input type="checkbox"/>	<input type="checkbox"/>
17. Dimensioned existing/proposed roadways, driveways, laneways, aisles (including curbing and/or wheel stops) (ZBL, Sections 27 and 47)	<input type="checkbox"/>	<input type="checkbox"/>
18. Dimensioned existing/proposed pathways and sidewalks, including curb cuts and curb ramps (ULDS, Sections 3.1 and 3.5)	<input type="checkbox"/>	<input type="checkbox"/>
19. Amenity areas (e.g. gardens, playgrounds, special activity areas) (ULDS, Sections 3.2 and 3.13)	<input type="checkbox"/>	<input type="checkbox"/>
20. Dimensioned parking spaces and number of spaces provided (ZBL, Section 26 [Tables 4-6])	<input type="checkbox"/>	<input type="checkbox"/>
21. Fire hydrants and/or hydrant connections (Fire & Emergency Services Policy P20)	<input type="checkbox"/>	<input type="checkbox"/>
22. Existing and proposed utility facilities on or near the property	<input type="checkbox"/>	<input type="checkbox"/>
23. Landscaping details (ULDS, Part 5)		
a. Existing & proposed trees and shrubs on private property including type or common name. If common name of trees is not provided include clause stating, <i>"All tree species shall selected in accordance with the latest version of the City of Brandon Urban and Landscape Design Standards Manual."</i> (ULDS, Part 5 and Section 6.1)	<input type="checkbox"/>	<input type="checkbox"/>
b. Proposed tree and shrub specifications or clause stating, <i>"All trees and shrubs shall</i>		

*be planted in accordance with the specifications in the latest version of the City of Brandon Urban and Landscape Design Standards Manual.”*

(ULDS, Part 5 and Section 6.2)

- c. Existing and proposed boulevard trees on the adjacent right-of-way including common name and planting specifications (ULDS, Sections 5.5 and 6.1)
- d. Surface treatment of all landscaped areas, including dimensions of areas (ULDS, Part 5)
- e. Surface treatment of all landscaped areas (include dimensions of areas)
- f. Existing and proposed trees and shrubs (include common names of trees selected from ULDS, Section 6.1) (ULDS, Part 5 and Section 6.1) If the specific tree type cannot be determined during the development permit application stage, please include a standard clause: *“All tree types shall be selected according to suitability as stated in the latest version of the City of Brandon Urban and Landscape Design Standards Manual”*
- g. Planting setbacks to utility equipment, right-of-way, underground services, and private approaches(ULDS, Section 6.3)
- h. Pathways and sidewalks (ULDS, Section 3.1)

\* The list above is a typical list, and since every project is unique, additional requirements might be applicable.

### Building Elevation Plan Checklist

To scale and dimensioned (metric), showing the following the following:

	<b>Required</b>	<b>N/A</b>
1. Title and date (latest revision)	<input type="checkbox"/>	<input type="checkbox"/>
2. Drawing scale (metric)	<input type="checkbox"/>	<input type="checkbox"/>
3. Location (civic address and legal description)	<input type="checkbox"/>	<input type="checkbox"/>
4. Exterior of the building, including but not limited to all windows, doors, projections, fascia trim, decorative elements and lighting fixtures (ULDS, Part 4)	<input type="checkbox"/>	<input type="checkbox"/>
5. All finishing materials indicating (ULDS, Section 4.5)		
a. Exterior materials (e.g. brick, stucco, vinyl siding)	<input type="checkbox"/>	<input type="checkbox"/>
b. Roof materials (e.g. asphalt shingle, metal)	<input type="checkbox"/>	<input type="checkbox"/>
c. Colours of all major exterior building materials	<input type="checkbox"/>	<input type="checkbox"/>
6. Dimensioned heights from grade to half way between the eaves and peak or ridge of the roof (ZBL, Section 51 [Table 10], 55 [Table 12], 59 [Table 14])	<input type="checkbox"/>	<input type="checkbox"/>
7. Any other information as required	<input type="checkbox"/>	<input type="checkbox"/>

\* The list above is a typical list and since every project is unique, additional requirements might be applicable.

### Lot Grading and Drainage Plan/Site Servicing Plan

- For a permit submission to be considered complete, this checklist must be filled out accordingly and submitted along with the application.
- For larger scale developments, lot grading/drainage and servicing designs can be submitted on separate plans
- All drawings must be drawn to scale with all dimensions clearly labelled in metric
- The Lot Grading and Drainage Plan shall be prepared by a Manitoba Land Surveyor, Professional Engineer or Certified Engineering Technician as per the Lot Grading, Drainage and Elevations By-Law No. 6626

	Required	N/A
1. Title and date (latest revision)	<input type="checkbox"/>	<input type="checkbox"/>
2. Drawing scale (metric)	<input type="checkbox"/>	<input type="checkbox"/>
3. North Arrow (north pointing towards the top or left side of page)	<input type="checkbox"/>	<input type="checkbox"/>
4. Location (civic address and legal description)	<input type="checkbox"/>	<input type="checkbox"/>
5. Benchmark complete with description of location and geodetic elevation	<input type="checkbox"/>	<input type="checkbox"/>
6. Indicate the number of units being developed and if it is an apartment or condominium	<input type="checkbox"/>	<input type="checkbox"/>
7. Legend for all symbols, hatching, shading and linework	<input type="checkbox"/>	<input type="checkbox"/>
8. Property lines and all adjacent public rights-of-way and street names	<input type="checkbox"/>	<input type="checkbox"/>
9. Existing and proposed structures on proposed development site	<input type="checkbox"/>	<input type="checkbox"/>
10. Existing structures within 3m of any property line onto neighbouring properties	<input type="checkbox"/>	<input type="checkbox"/>
11. Existing and proposed accessory structures (e.g. fencing, retaining wall, enclosures)	<input type="checkbox"/>	<input type="checkbox"/>
12. All easements (utility, overland drainage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
13. Gross (total) floor area of building(s)	<input type="checkbox"/>	<input type="checkbox"/>
14. Surface treatment(s) of all areas, including site drainage/water storage areas (any hatching used is to be reflected in the legend)	<input type="checkbox"/>	<input type="checkbox"/>
15. Locations of downspouts complete with direction of discharge. (Downspouts are not to be directed towards neighbouring properties)	<input type="checkbox"/>	<input type="checkbox"/>
16. Size, material type, and dimensioned location from the nearest property line of all applicable public and private water and wastewater mains and services. (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>
17. Rim and invert elevations for the nearest upstream and downstream wastewater manholes	<input type="checkbox"/>	<input type="checkbox"/>
18. Sewer service is to be located to the east or south of water service	<input type="checkbox"/>	<input type="checkbox"/>
19. Location of curb stop(s) complete with labeling (existing and proposed). Should existing curb stop location differ from proposed, dimension to be provided to nearest property line	<input type="checkbox"/>	<input type="checkbox"/>
20. Note indicating that any water or wastewater services no longer required are to be disconnected as per the Water and Wastewater Control By-law No. 5957	<input type="checkbox"/>	<input type="checkbox"/>
21. Invert of wastewater service at wastewater main	<input type="checkbox"/>	<input type="checkbox"/>
22. Bottom of footing elevation(s)	<input type="checkbox"/>	<input type="checkbox"/>
23. Dimensioned roadways, driveways, laneways, aisles. (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>
24. Wheel stops to be shown and noted where curbing is not present to delineate parking	<input type="checkbox"/>	<input type="checkbox"/>

25. Dimensioned pathways and sidewalks. (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>
26. Curb cuts, curb ramps, and barrier and/or roll curbing to be noted	<input type="checkbox"/>	<input type="checkbox"/>
27. Fire hydrants and/or hydrant connections	<input type="checkbox"/>	<input type="checkbox"/>
28. Catch basin locations (existing and proposed) with rim, invert and sump elevations, including location of land drainage sewer connections	<input type="checkbox"/>	<input type="checkbox"/>
29. Rim and invert elevations for any land drainage sewer manholes immediately upstream and downstream of the proposed development		
30. Lot grading, including existing and proposed grades	<input type="checkbox"/>	<input type="checkbox"/>
31. Existing grades within neighbouring properties (1m offset from property line, 5m frequency minimum and at the top and bottom of any substantial existing changes in grade)	<input type="checkbox"/>	<input type="checkbox"/>
32. Existing sidewalk and top of curb grades within the public right-of-way		
33. Proposed grades at the top of all perimeter retaining walls, curbs, berms, etc.	<input type="checkbox"/>	<input type="checkbox"/>
34. Cross section details for all retaining walls, berms, swales, non-typical curbs, etc.	<input type="checkbox"/>	<input type="checkbox"/>
35. Drainage direction arrows	<input type="checkbox"/>	<input type="checkbox"/>
36. Standard clause to be included on all drawings: <i>“All work in the public right-of-way shall be performed as stated in the latest edition of the City of Brandon Standard Construction Specifications.”</i>	<input type="checkbox"/>	<input type="checkbox"/>
37. Standard clause to be included on all drawings: <i>“All grassed landscaping required within the public right-of-way is to be completed with sod.”</i>	<input type="checkbox"/>	<input type="checkbox"/>
38. Pre- and post-development storm water runoff calculations to be prepared by a qualified consultant as per the Adequate Public Facilities By-law No. 7099	<input type="checkbox"/>	<input type="checkbox"/>
39. Existing offsite infrastructure, including but not limited to hydro poles and pedestals	<input type="checkbox"/>	<input type="checkbox"/>
40. For the Water Service Pipe state the Water Fixture Unit count as per Table 2.6.3.2.A of the Manitoba Plumbing Code or, provide a list of the total amount of each water fixture to be installed including all hose bibs, dishwashers, ice machines etc. and their size of supply pipe.	<input type="checkbox"/>	<input type="checkbox"/>
41. For the Sanitary Building Sewer state the Wastewater Fixture Unit count as per Table 2.4.9.3 of the Manitoba Plumbing Code or, provide a list of the total amount of each wastewater fixture to be installed including all floor drains (Non-emergency floor drains)	<input type="checkbox"/>	<input type="checkbox"/>
42. For a Storm Building Sewer state the total hydraulic load in litres which is calculated as described in 2.4.10.4 in the Manitoba Plumbing Code.	<input type="checkbox"/>	<input type="checkbox"/>
43. If the Hydraulic load is unknown at the time of application of a development permit (i.e. Multi-unit commercial building (shell only) with future interior development) Please state this on plan. Our office will markup the plan with the maximum hydraulic load for each service. Servicing will be reviewed again at time of application for each interior development.	<input type="checkbox"/>	<input type="checkbox"/>
44. The following clause should be noted on the drawing, “Servicing within private property shall comply with the requirements detailed in the SOP For: Private Property Building Sewer & Water Service Pipe Installations and illustrated on Drawing No. PBS-2015001 supplementary documents to the City of Brandon Building By-law No. 6018/55/92”	<input type="checkbox"/>	<input type="checkbox"/>

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