

## Neighbourhood Plan or Master Plan Application

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  
City of Brandon Zoning By-Law No. 7124

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

### 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 & 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: \$ \_\_\_\_\_

## Neighbourhood Plan or Master Plan

A Neighbourhood Plan or Master Plan contains policies that are more specific to the development of an area within the City of Brandon, but is not as specific as a Zoning By-law.

- A Neighbourhood Plan focuses on an area within a Secondary Plan area and contains policies that conform with and are more detailed than the Secondary Plan
- A Master Plan focuses on a large development site or a campus-style site, such as a shopping centre or a university, and contains policies on the long-term development of such sites

There may also be amendments to the Neighbourhood Plan or Master Plan. The amendments may affect the text of the plan, the maps, or both.

### 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
- Neighbourhood Plan or Master Plan, or amendments to such existing plan
- 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 three (3) months at best. Complicated applications may take a longer period of time.

### Adoption by City Council

Neighbourhood Plans and Master Plans, and their amendments, are adopted by City Council by way of resolution after a review and recommendation from the Planning, Property & Buildings Department.

### Pre-Application Review

Before formal submission of an application, the Planning & 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 & 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.

### Amendments May Be Considered

Over time, circumstances may result in a Neighbourhood Plan or Master Plan needing to be amended. The process to amend a Neighbourhood Plan or Master Plan is the same as the process to adopt such a plan.



### Letter of Authorization

Date: \_\_\_\_\_

To: City of Brandon  
Planning & 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

## Neighbourhood Plan Requirements

A Neighbourhood Plan shall be prepared by the proponent in consultation with qualified planning and engineering consultants, and at minimum should address the following:

*For Planning Office Use Only*

	<b>Provided</b>	<b>N/A</b>
1. Overview	<input type="checkbox"/>	<input type="checkbox"/>
2. Area Context	<input type="checkbox"/>	<input type="checkbox"/>
3. Site Description	<input type="checkbox"/>	<input type="checkbox"/>
4. Transportation ( <i>Roadways, transit, active transportation, pedestrians</i> )	<input type="checkbox"/>	<input type="checkbox"/>
5. Open Space and Amenities Plan ( <i>Conceptual design of all public reserve areas, provision of public school reserve lands</i> )	<input type="checkbox"/>	<input type="checkbox"/>
6. Servicing ( <i>Summary of water, wastewater and drainage to service plan area</i> )	<input type="checkbox"/>	<input type="checkbox"/>
7. Subdivision layout ( <i>layout of lots, future roadways, public reserve areas</i> )	<input type="checkbox"/>	<input type="checkbox"/>
8. Phasing Plan ( <i>include dwelling unit types, population, square footage of non-residential</i> )	<input type="checkbox"/>	<input type="checkbox"/>
9. Urban Design Considerations ( <i>Building design considerations including unit types and styles, building materials and orientation</i> )	<input type="checkbox"/>	<input type="checkbox"/>
10. Public Consultation Summary	<input type="checkbox"/>	<input type="checkbox"/>
11. Site Assessment Summary ( <i>Summary of studies done on site with detailed reports attached as <b>Supporting Documents</b></i> )	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supporting Documents</b>		
12. Ground and surface water analysis and evaluation	<input type="checkbox"/>	<input type="checkbox"/>
13. Environmental Site Assessment	<input type="checkbox"/>	<input type="checkbox"/>
14. Traffic Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
15. Heritage Resources Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
16. Geotechnical Investigation	<input type="checkbox"/>	<input type="checkbox"/>
17. Drainage Study	<input type="checkbox"/>	<input type="checkbox"/>
18. Water and Wastewater Servicing Analysis	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

- All components of the Neighbourhood Plan must be in accordance with the Secondary Plan
- Developers shall be responsible for developing on-site improvements and a proportionate share of off-site improvements