

## Pre-Application Review

Name of Applicant: \_\_\_\_\_  
(Please Print)

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, Property & Buildings Department strongly recommends that all applicants meet with a Community Planner to complete a pre-application review\*\**

### Pre-Application Request:

### Contact Information

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, MB, R7A 0P3, Telephone 204-729-2116

### FOR PLANNING DEPARTMENT USE ONLY:

Community Planner: \_\_\_\_\_ Planning File No.: \_\_\_\_\_ CityView No.: \_\_\_\_\_

Pre-App - Application

REV 04/2018

## Pre-Application

The pre-application process is intended to improve coordination between the City and applicants throughout the development review process. By performing an internal review prior to a formal submission, the City can clarify expectations and identify major issues from the onset. This could save the applicants time and money, and provides certainties to all parties involved. The pre-application review is applicable to the following processes:

- Development Plan By-law Amendment
- Secondary Plan By-law Amendment
- Zoning By-law Amendment
- Neighbourhood Plan or Master Plan
- Subdivision
- Variance
- Conditional Use

### Documentation and Fee Requirements

- The pre-app is free of charge, it is a service to the public to improve the development review process.
- Letter of Intent: As per attached checklist
- Site Plan: As per attached checklist

*\*\*Please note that a pre-application review may not be processed until all of the above information has been submitted\*\**

### Timelines

For a major pre-app review the process may take between two to four (2-4) weeks, depending on the scale and complexity of the proposal. This allows for internal circulation and review. A minor pre-app review could be processed in approximately one week.

### Comments

Within the specified time frame a Planner will provide the applicant with written comments identifying the comments from the Pre-Application review. Comments on the pre-application review are not considered final; additional comments may be generated depending on the changes made to the final version in the formal application.

### Letter of Intent (Pre-Application) Requirements

All pre-application letters of intent must have the following information:

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	<b>Provided</b>	<b>N/A</b>
1. Name(s) of applicant(s)	<input type="checkbox"/>	<input type="checkbox"/>
2. Location of proposed development (civic and legal)	<input type="checkbox"/>	<input type="checkbox"/>
3. 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"/>
4. Is the proposal generally consistent with the Development Plan? (cite and expand on applicable policies)	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the proposal generally consistent with a Secondary Plan, if applicable? (cite and expand on applicable policies)	<input type="checkbox"/>	<input type="checkbox"/>

### Conceptual Site Plan Requirements

The site plan must be drawn to scale with all dimensions clearly labeled showing:

*For Planning Office Use Only*

	<b><i>Provided</i></b>	<b><i>N/A</i></b>
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 and legal)	<input type="checkbox"/>	<input type="checkbox"/>
5. Site lines and all adjacent public rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>
6. All easements (utility, overland drainage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
7. Total floor area of building(s) (m <sup>2</sup> )	<input type="checkbox"/>	<input type="checkbox"/>
8. Existing/proposed buildings (include setbacks from site lines)	<input type="checkbox"/>	<input type="checkbox"/>
9. Roadways, driveways, laneways, aisles	<input type="checkbox"/>	<input type="checkbox"/>
10. Pedestrian connections	<input type="checkbox"/>	<input type="checkbox"/>
11. Parking	<input type="checkbox"/>	<input type="checkbox"/>
12. Any other information as required	<input type="checkbox"/>	<input type="checkbox"/>