

Development Permit—Non-Residential

A development permit approves the use of a site, as well as the size and location of any buildings in accordance with City standards. You are required to have a valid development permit before you can apply for a building permit to construct the building.

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
- Letter of Authorization: From registered owner(s) of the land whose name(s) appear on the title
- Site Plan: As per attached checklist
- Landscape Plan: As per attached checklist
- Building Floor Plan: As per attached checklist
- Building Elevation Plan: As per attached checklist
- Lot Grading and Drainage Plan/Site Servicing Plan: As per attached checklist
- Traffic Impact Study: As per attached warrants
- Parking Management Strategy: Contact the Engineering and Water Resources Department at 204-729-2114 for details
- 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 two (2) weeks following a complete submission however, complicated applications may take a longer period of time.

Preliminary Review

Applicants may submit lot grading/drainage and site servicing plans directly to the Engineering and Water Resources Department (204-729-2114) for a preliminary review prior to applying for a development permit (optional process). The intent of the preliminary review is to expedite the development permit review by identifying design issues before an applicant formally applies for a development permit. The preliminary review does not replace the development permit review and does not approve the plans for construction.

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 (oriented to top 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 55 [Table 12], 59 [Table 14], 62 [Table 16], 65 [Table 18] or 68 [Table 20])	<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. Signage (ZBL, Division 4; ULDS, Section 3.9)	<input type="checkbox"/>	<input type="checkbox"/>
10. Waste disposal areas and enclosures (ZBL, Section 40; ULDS, Section 3.6)	<input type="checkbox"/>	<input type="checkbox"/>
11. Fencing or screening features (ZBL, Sections 24 [Tables 1-3] and 39; ULDS, Section 3.7)	<input type="checkbox"/>	<input type="checkbox"/>
12. All easements (e.g. utility, overland drainage)	<input type="checkbox"/>	<input type="checkbox"/>
13. Area of site (m ²) (ZBL, Bulk and Sitting Requirements)	<input type="checkbox"/>	<input type="checkbox"/>
14. Gross (total) floor area of building(s) (m ²) (ZBL, Section 55 [Table 12], 59 [Table 14], 62 [Table 16], 65 [Table 18] or 68 [Table 20])	<input type="checkbox"/>	<input type="checkbox"/>
15. Total building(s) coverage (% of site area) (ZBL, Section 55 [Table 12], 59 [Table 14], 62 [Table 16], 65 [Table 18] or 68 [Table 20])	<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 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. Accessible parking spaces with signage (ZBL, Subsections 26(d) [Table 5] and 28(c); ULDS, Section 3.5)	<input type="checkbox"/>	<input type="checkbox"/>
22. Bicycle racks and number of bikes accommodated (ULDS, Sections 3.1 and 3.2)	<input type="checkbox"/>	<input type="checkbox"/>
23. Fire hydrants and/or hydrant connections (Fire & Emergency Services Policy P20)	<input type="checkbox"/>	<input type="checkbox"/>
24. Existing and proposed utility facilities on or near the property (ULDS, Section 3.6)	<input type="checkbox"/>	<input type="checkbox"/>

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

Landscape Plan Checklist

May be included on the site plan for small developments. 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 (oriented to top 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 right-of-way		
6. Existing & proposed structures		
7. Existing & proposed trees and shrubs, including common names and planting specifications (ULDS, Part 5 and Section 6.2)	<input type="checkbox"/>	<input type="checkbox"/>
8. Existing and proposed boulevard trees on the adjacent right-of-way (ULDS, Sections 5.5 and 6.1)	<input type="checkbox"/>	<input type="checkbox"/>
9. Surface treatment of all landscaped areas, including dimensions of areas (ULDS, Part 5)	<input type="checkbox"/>	<input type="checkbox"/>
10. Planting setbacks/corner visibility triangles (ULDS, Section 6.3)	<input type="checkbox"/>	<input type="checkbox"/>
11. Parking areas (ULDS, Sections 3.3, 3.4, 3.5, 3.10 and 5.4)	<input type="checkbox"/>	<input type="checkbox"/>
12. Pathways and sidewalks (ULDS, Section 3.1)	<input type="checkbox"/>	<input type="checkbox"/>
13. Amenity areas (ULDS, Sections 3.2 and 3.13)		
14. Berms and buffers (ULDS, Section 5.2)	<input type="checkbox"/>	<input type="checkbox"/>

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Building Floor 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. Drawing scale (metric)	<input type="checkbox"/>	<input type="checkbox"/>
3. Location (civic address and legal description)	<input type="checkbox"/>	<input type="checkbox"/>
4. All proposed/existing room uses and dimensions on all floors, including the basement if applicable, including floor areas (ZBL, Section 55 [Table 12], 59 [Table 14], 62 [Table 16], 65 [Table 18] or 68 [Table 20])	<input type="checkbox"/>	<input type="checkbox"/>
5. Location and description of fixed building equipment (e.g. furnace/water heating appliances) (ULDS, Section 3.6)	<input type="checkbox"/>	<input type="checkbox"/>
6. If an eating and/or drinking place is proposed, include a seating plan which clearly delineates, and provides areas and dimensions of customer service areas (e.g. spaces in which the public will have access to order or consume food or beverages) (ZBL, Subsection 26(a) [Table 4])	<input type="checkbox"/>	<input type="checkbox"/>

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Building Elevation Plan Checklist

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

	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. 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, loading bays, 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. Fascia, soffit, and trim	<input type="checkbox"/>	<input type="checkbox"/>
d. Colours of all major exterior building materials	<input type="checkbox"/>	<input type="checkbox"/>
6. Dimensioned heights from grade to top of first floor, peak and eaves (ZBL, Section 55 [Table 12], 59 [Table 14], 62 [Table 16], 65 [Table 18] or 68 [Table 20])	<input type="checkbox"/>	<input type="checkbox"/>
7. Any other information as required	<input type="checkbox"/>	<input type="checkbox"/>

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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. Location (civic address and legal description)		
4. Benchmark complete with location and geodetic elevation		
5. Indicate the number of units being developed and if it is an apartment or condominium	<input type="checkbox"/>	<input type="checkbox"/>
6. Legend for all symbols, hatching, shading and servicing linework	<input type="checkbox"/>	<input type="checkbox"/>
7. Property lines and all adjacent public rights-of-way and street names	<input type="checkbox"/>	<input type="checkbox"/>
8. Existing and proposed structures	<input type="checkbox"/>	<input type="checkbox"/>
9. Existing and proposed accessory structures (e.g. fencing, retaining wall, enclosures)	<input type="checkbox"/>	<input type="checkbox"/>
10. All easements (utility, overland drainage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
11. Gross (total) floor area of building(s)	<input type="checkbox"/>	<input type="checkbox"/>
12. Surface treatment(s) of all areas, including site drainage/water storage areas	<input type="checkbox"/>	<input type="checkbox"/>
13. Locations of downspouts complete with direction of discharge	<input type="checkbox"/>	<input type="checkbox"/>
14. Dimensioned location, size and material type of all proposed and existing public and private water and wastewater lines	<input type="checkbox"/>	<input type="checkbox"/>
15. Location of curb stop(s) complete with labeling	<input type="checkbox"/>	<input type="checkbox"/>
16. Dimensioned existing/proposed roadways, driveways, laneways, aisles (including curbing and /or wheel stops)	<input type="checkbox"/>	<input type="checkbox"/>
17. Dimensioned existing/proposed pathways and sidewalks	<input type="checkbox"/>	<input type="checkbox"/>
18. Curb cuts, curb ramps and barrier and/or roll curbing	<input type="checkbox"/>	<input type="checkbox"/>
19. Fire hydrants and/or hydrant connections	<input type="checkbox"/>	<input type="checkbox"/>
20. Catch basin locations (existing and proposed) with rim and invert elevations, including location of land drainage sewer connections	<input type="checkbox"/>	<input type="checkbox"/>
21. Lot grading, including existing and proposed grades	<input type="checkbox"/>	<input type="checkbox"/>
22. Lot grading for neighbouring properties	<input type="checkbox"/>	<input type="checkbox"/>
23. Drainage direction arrows	<input type="checkbox"/>	<input type="checkbox"/>
24. Standard clause: <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"/>
25. 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"/>
26. Existing offsite infrastructure, including but not limited to hydro poles and pedestals	<input type="checkbox"/>	<input type="checkbox"/>
27. Water Fixture Unit count as per Table 2.6.3.2.A of Manitoba Plumbing Code and	<input type="checkbox"/>	<input type="checkbox"/>

Wasterwater Fixture Unit count as per Table 2.4.9.3 of the Manitoba Plumbing Code for each service

28. 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

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Traffic Impact Study

- The need to conduct a traffic impact study most often results when a proposed development is expected to generate over 100 additional peak hour, peak direction trips to or from the site during the roadway or development's peak hour
 - The objective of a traffic impact study is to assess the impacts of a new or changed development on the existing and proposed transportation system
 - It should also suggest transportation system improvements to mitigate any negative effects or increased travel demand caused by the development
- A traffic impact study may also be required when less than 100 peak hour trips are generated if the development
 - Is located in an area of rapid population growth or in an area of existing high traffic congestion
 - Generates traffic that would result in a volume/capacity ratio greater than 0.85 for the overall or shared/turning movement at a signalized intersection
 - Generates traffic that would result in a volume/capacity ratio greater than 1.0 for exclusive turning movements at a signalized intersection
 - Has direct vehicular access to a major collector or arterial street
 - Is not identified in the local development plan
 - Requires the implementation of a traffic signal
 - Has the potential to cause adverse safety impacts on the road network
 - Has inadequate horizontal and vertical curves at the access points
 - Lacks left or right turn lanes at access points
- Traffic impact studies are most often required during a zoning by-law amendment application or a subdivision application and have a shelf life of five years provided the study area has developed as planned

Should any of the situation above be applied to your project, contact Samuel van Huizen, Traffic & Transportation Planner (204-729-2105, s.vanhuizen@brandon.ca) for Traffic Impact Study requirements details.

Parking Management Strategy

- *A Parking Management Strategy may be required when a variance to reduce the required on-site parking requirements is requested*
- Contact Samuel van Huizen, Traffic & Transportation Planner (204-729-2105, s.vanhuizen@brandon.ca) for Parking Management Strategy requirements details