

Amendment to Development Plan By-law 95/01/12

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

Prior to submitting a formal application, the Planning, Property & Buildings Safety 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, Property & 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: \$ _____

Development Plan Amendment

A development plan amendment is a process where parts of the Brandon & Area Planning District Development Plan By-law are added, altered or deleted. The Development Plan imposes general policies on how the Brandon & Area Planning District area, including the City of Brandon, should be developed. The amendments may affect the text of the by-law, the land use maps, or both. Amendments to the development plan affect how subordinate legislation, such as zoning by-laws, are implemented.

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
- Letter of Intent: As per attached checklist
- Site Plan: As per attached checklist
- 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 at least six (6) months. As a provincial review is required, the timing of the process may vary.

Decision Making Authority

Development plan amendment applications are decided by the Brandon & Area Planning District (BAPD) Board, subject to a provincial review.

Pre-Application Review

Before formal submission of an application, the Planning, Property & 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 Department cannot guarantee support or approval of an application, as it must objectively analyze all applications. The pre-application review may take two to three (2-3) weeks.

Public Hearing

The applicant must attend a public hearing scheduled by the Planning, Property & Buildings Department, and he/she is responsible to present details of his/her application and answer any questions the BAPD Board may have. The public hearing allows the general public to comment on the application prior to the BAPD Board's decision.

Second Objections

Should the BAPD Board give a development plan amendment application second reading, anyone who commented on the application at the public hearing and is not satisfied with the BAPD Board's decision may file a second objection in writing, within fourteen (14) days after the BAPD Board gives notice of its decision, to Manitoba Indigenous and Municipal Relations' Community Planning Services. It is at the discretion of the minister whether or not the objection is referred to the Municipal Board.



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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Letter of Intent (Development Plan Amendment) Requirements

All letters of intent must have the following information:

For Planning Office Use Only

	<i>Provided</i>	<i>N/A</i>
1. Business/Formal letter format (addressed to “City of Brandon Planning, Property & Buildings Department”, signed and dated)	<input type="checkbox"/>	<input type="checkbox"/>
2. Name(s) of applicant(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of proposed development (civic address and legal description)	<input type="checkbox"/>	<input type="checkbox"/>
4. 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"/>
5. Is the proposal generally consistent with the Development Plan? (cite and expand on applicable policies)	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan (Development Plan Amendment) Requirements

The site plan must be drawn to scale with all dimensions clearly labeled and submitted in PDF and paper format (Maximum Size: 11" x 17") showing:

For Planning Office Use Only

	<i>Provided</i>	<i>N/A</i>
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 address and legal description)	<input type="checkbox"/>	<input type="checkbox"/>
5. Site lines and all adjacent public rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>
6. General area to be re-designated	<input type="checkbox"/>	<input type="checkbox"/>
7. Any other information as required	<input type="checkbox"/>	<input type="checkbox"/>