



Request for Urban Expansion – Requirements

The Brandon & Area Planning District (BAPD) Board recently adopted a District Growth Strategy to coordinate land use and infrastructure planning with development activities to promote orderly and efficient urban growth for the next 50 years. The Growth Strategy identifies lands both within and outside the City of Brandon which may be considered for urban development. Lands outside the City of Brandon may be considered by the Board and the effected municipalities for urban development through a request for urban expansion.

The request for urban expansion is a precursor to either an annexation or intermunicipal agreement process and provides the Board and the effected municipalities the opportunity to ensure the request is compliant with the vision for growth in the region established in the Development Plan By-law and the Growth Strategy. The request for urban expansion also provides the opportunity for the affected municipalities and the developer(s) to enter into a memorandum of understanding (MOU) to clarify roles, responsibilities and commitment throughout the urban expansion process.

Information Required

The list below outlines the information that an applicant will be expected to submit to the BAPD Board for review. A outline of the process and necessary approvals is attached:

1.0 Ownership

- 1.1 List of owners, legal descriptions, non-financial caveats/covenants or other instruments that could affect the developability of the land
- 1.2 Map showing ownership
- 1.3 Ownership Structure – assurance of commitment of all owners
- 1.4 Signed request from all land owners listed on title requesting their lands be included in the urban expansion request

2.0 Land Description

- 2.1 Area of parcel(s)
- 2.2 Current land uses
- 2.3 Adjacent land uses
- 2.4 Existing conditions (e.g.: slopes, contamination, wetlands, endangered species)

3.0 Proposed Development

- 3.1 Reason for Urban Expansion – Type and purpose of the Development
- 3.2 Concept Plan showing the land uses proposed
- 3.3 Compatibility of development with adjacent uses
- 3.4 Timing of Development and General Phasing Plan
- 3.5 Unique features
- 3.6 Risk factors which could prevent/delay the development from proceeding

4.0 Proposed Servicing (high level)

- 4.1 Explain the servicing approach for:
 - Water
 - Wastewater
 - Land Drainage
 - Transportation
- 4.2 Infrastructure financing – developers ability/willingness to front end extension of municipal services
- 4.3 Letter from the City of Brandon Engineering Department indicating whether there are any substantive challenges to servicing the land

5.0 Human Services (general)

- 5.1 Education
- 5.2 EMS/Fire/Police

6.0 Policy Framework

How does the request address and implement the policies of the BAPD Development Plan and the BAPD Growth Strategy?

7.0 Administrative

- 7.1 Application Submission – written reasons why the request should be approved
- 7.2 Primary Contact
- 7.3 Consultants