

**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 - Application

REV 03/2022

## 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	
	Provided	N/A
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 Servicing Analysis <i>(see "Neighbourhood Plan - Site Servicing Analysis Requirements"), along with <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. Heritage Resources Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
15. Geotechnical Investigation	<input type="checkbox"/>	<input type="checkbox"/>

- 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

### Neighbourhood Plan – Site Servicing Analysis Requirements

\* The City is in the process of preparing Municipal Servicing Standards (MSS). In the event of a discrepancy between the generation rates, demands or intensities provided in this document and the future MSS, the MSS will take precedence.

The following table should be used when completing the Site Servicing Analysis:

Dwelling Type	Persons per Unit	Units/ Net Developable area (ha)
Detached	2.7	15
Duplex/Semi-detached	2.7	20
Row-house	2.7	35
Multiple	1.7	60
Mixed Use Development	1.7	41-86

\* Multiple is considered a building containing three or more dwelling units, other than a row house dwelling

The following information should be included in the Site Servicing Analysis:

1. A general description and site plan of the proposed development
2. Development overview including but not exclusive to a description of the population estimates, population density breakdowns, and proposed phasing of development and associated underground and surface infrastructure
3. Development proposed topographical overview
  - a. At minimum critical elevations and general intersection grades
  - b. Geotechnical study/ information for the purpose of land development
4. Wastewater Summary
  - a. Estimated peak dry and wet weather flows are to be provided. The following is to be taken into consideration.
    - i. 270L/c/d for generation of peak flow rates
    - ii. Peak Wet Weather Flow: PDWF + Extraneous Flow
    - iii. Extraneous Flows: 2200 L/Ha/Day + 12 L/min/MH
    - iv. Non-residential average and peak dry weather flows are to be provided with supporting assumptions
  - b. Conceptual servicing plan is to be provided
    - i. Any adjacent development projected or assumed to be contributing to the proposed sewer network is to be indicated including assumed flows
    - ii. All piping estimated to be greater than 200mm is to be noted
    - iii. Elevation(s) at connection(s) to existing wastewater infrastructure
5. Water Summary
  - a. Estimated Average day Demand (ADD) and Peak Hour Demand (PHD) are to be provided. The following is to be taken into consideration.
    - i. 250 liters/c/day for ADD
    - ii. 3.4\*ADD for PHD

\*\*If the specified file types are not available, consulting engineer to reach out to City Engineering for acceptable alternative submittal formats

- iii. Non-residential average day and peak hour demands are to be provided with supporting assumptions
- b. Existing Fire Hydrant (FH) flow tests and locations are to be provided
  - i. At minimum 2 fire hydrants are to be tested, preferably both on upstream and downstream of the property
  - ii. Static and residual pressures to be provided, in addition to pitot flow and pressure, including timing of the tests and location of hydrants
- c. Conceptual servicing plan is to be provided
  - i. Any assumed looping requirements are to be indicated
  - ii. All piping estimated to be greater than 150mm is to be noted
- 6. Stormwater Management Plan including but not exclusive to the following:
  - a. A description of, and figures showing, the pre and post development hydrology of the site
  - b. Pre and post development assumptions and runoff rates are to be provided for both 5 and 100 year events
    - i. Runoff rates are to be calculated using the 2005 City of Brandon IDF parameters

Return Period years	a mm/hr	b	c	Peak Intensity mm/hr	Total Depth mm
5	837.3	4.7	0.767	106.6	52.9
100	1569.5	4.0	0.762	210.1	126.3

\* Chicago style design storms using the following assumptions

- 33% storm advancement factor
- discretized to a 10 minute time step
- storm truncated when intensity drops below 2.4mm/hr
- ii. Time of Concentration to be minimum 5 min
- iii. Estimated c-values for each surface type are to be provided
- c. Sample lot coverages, and associated weighted c-value, for each development type (single detached, semi-detached, medium density, etc.) are to be provided.
- d. Conceptual servicing plan is to be provided
  - i. All piping estimated to be greater than 375mm is to be noted
  - ii. Conceptual outlet from retention/detention facilities are to be shown
  - iii. Elevation(s) at connection(s) to existing wastewater infrastructure
  - iv. A description of, and figures showing, the proposed staging of development and the storm water drainage infrastructure to be constructed during each major stage
  - v. A description of flow rates, boundary conditions, and any other assumptions used for modelling, together with calculations and/or the rationale for their use
- e. Preliminary pond design to be provided and/or storage proposed to mitigate post

\*\*If the specified file types are not available, consulting engineer to reach out to City Engineering for acceptable alternative submittal formats

development flows at minimum providing the following

- i. A description of, and figures showing, the proposed storm water retention facilities to be constructed during each stage of development
  - ii. Complete calculations for storage capacities of minor events (1:5 year return period) and major events (1:100 year return period) are to be provided
  - iii. Controlling post-development peak flows to 5 year pre-development peak flows for storm events ranging from the 5 year to the 100 year return period; a rationale must be included with reference to hydrologic analyses in PCSWMM model simulation results.
- f. A description of any simulation results.
  - g. PCSWMM\*\* modeling package (.pcz format ) including all related calculations and background files to be provided for review and comment
    - a summary of assumptions made during preparation of model to be included
  - h. Draft/Final designs in AutoCAD Civil 3D\*\* file formats, including both servicing infrastructure and road network information, are to be provided

## 7. Transportation Summary

- a. Traffic Impact Assessment (TIA)
  - i. The traffic analysis section of a Site Servicing Analysis shall at minimum include:
    - i. Reference to, and where no existing study exists preparation of a Traffic Impact Study in accordance with, the Brandon Area Road Network Development Plan, Report, Appendix D
    - ii. Where applicable, anticipated trip generation deviations from the existing TIA and resulting recommendations.
    - iii. road network design of local and collector streets that accommodate the proposed trip generations
  - ii. Where there is an existing traffic impact study prepared and accepted by the City, an update to the study and/or memo and/or statement may be acceptable.
  - iii. Other items may be required that are dependant upon the type of submission.

\*\*If the specified file types are not available, consulting engineer to reach out to City Engineering for acceptable alternative submittal formats