

Amendment to City Plan By-law No. 7392

Name of Property Owner: _____

Name of Applicant: _____

Civic Address of Property: _____

Legal Description of Property: _____

References:
City Plan By-law No. 7392

Prior to submitting a formal application, the Planning & Building 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 City 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 & Building Safety 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: \$ _____

City Plan Amendment

A City Plan amendment is a process where parts of the City Plan By-law are added, altered or deleted. The City Plan imposes general policies on how 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 City 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

City Plan amendment applications are decided by the City of Brandon Council, subject to a provincial review.

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 two to three (2-3) weeks.

Public Hearing

The applicant must attend a public hearing scheduled by the Planning & Buildings Department, and is responsible to present details of their application and answer any questions the Planning Commission may have. The public hearing allows the general public to comment on the application prior to City Council's decision.

Second Objections

Should City Council give a development plan amendment application second reading, anyone who commented on the application at the public hearing and is not satisfied with City Council's decision may file a second objection in writing, within fourteen (14) days after City Council 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.



Development Services
638 Princess Avenue, Brandon MB R7A 0P3
T: 204-729-2110 F: 204-728-2406
www.brandon.ca/planning

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

Letter of Intent (City Plan Amendment) Requirements

All letters of intent must have the following information:

1. Business/Formal letter format (addressed to "City of Brandon Planning & Buildings Department", signed and dated)
2. Location of proposed development (civic address and legal description)
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
4. Is the proposal generally consistent with the City Plan? (cite and expand on applicable policies)

Site Plan (City 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:

1. Title and date (latest revision)
2. North arrow (oriented to top of page)
3. Drawing scale (metric)
4. Location (civic address and legal description)
5. Site lines and all adjacent public rights-of-way
6. General area to be re-designated
7. Any other information as required