

Pre-Application Review

Name of Applicant: _____
(Please Print)

Civic Address of Property: _____

Legal Description of Property: _____

References:
City Plan By-law No. 7392
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

Pre-Application Request:

Contact Information

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 MB R7A 0P3. Telephone 204-729-2116.

FOR PLANNING DEPARTMENT USE ONLY:

Community Planner: _____ Planning File No.: _____ CityView No.: _____

Pre-App - Application

REV 03/2025

Pre-Application

The pre-application process is intended to improve coordination between the City and applicants throughout the development review process. By performing an internal review prior to a formal submission, the City can clarify expectations and identify major issues from the onset. This could save the applicants time and money and provides certainties to all parties involved. The pre-application review is applicable to the following processes:

- City Plan By-law Amendment
- Secondary Plan By-law Amendment
- Zoning By-law Amendment
- Neighbourhood Plan or Master Plan
- Subdivision
- Variance
- Conditional Use

Documentation and Fee Requirements

- The pre-app is free of charge; it is a service to the public to improve the development review process.
- Letter of Intent: Guideline attached
- Site Plan: Guideline attached

Please note that a pre-application review may not be processed until all of the above information has been submitted

Timelines

For a major pre-app review the process may take between two to four (2-4) weeks, depending on the scale and complexity of the proposal. This allows for internal circulation and review. A minor pre-app review could be processed in approximately one week.

Comments

Within the specified time frame a Planner will provide the applicant with written comments identifying the comments from the Pre-Application review. Comments on the pre-application review are not considered final; additional comments may be generated depending on the changes made to the final version in the formal application.

Letter of Intent (Pre-Application) Requirements

All pre-application letters of intent must have the following information:

1. Name(s) of applicant(s)
2. Location of proposed development (civic and legal)
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)
5. Is the proposal generally consistent with a Secondary Plan, if applicable? (cite and expand on applicable policies)

Conceptual Site Plan Requirements

The site plan must be drawn to scale with all dimensions clearly labeled showing:

1. Title and date (latest revision)
2. North arrow (oriented to top of page)
3. Drawing scale (metric)
4. Location (civic and legal)
5. Site lines and all adjacent public rights-of-way
6. All easements (utility, overland drainage, etc.)
7. Total floor area of building(s) (m²)
8. Existing/proposed buildings (include setbacks from site lines)
9. Roadways, driveways, laneways, aisles
10. Pedestrian connections
11. Parking
12. Any other information as required