



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

Application for Subdivision

Name of Property Owner: _____

Name of Applicant: _____

Civic Address of Property: _____

Legal Description of Property: _____

References:

City Plan By-law No. 7392; Applicable Secondary Plan By-law; COB Zoning By-Law No. 7124

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

Subdivision Request: _____

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: \$ _____

Subdivision - Application

REV 06/2024

Development Information

Proposed Land Use(s)	Number of Units	Number of Lots	Total Land Area (m ²)
Detached			
Semi-Detached			
Duplex			
Row House			
Multiple Dwellings			
Other Residential			
Parks and Open Space	N/A	N/A	
Industrial	N/A		
Commercial	N/A		
Institutional	N/A		
Roadway/Laneway ROW	N/A	N/A	
Other Non-Residential	N/A		
Totals			

Services

Sewage Disposal	Municipal Sewer	Septic Tank	Septic Field	Other
Present				
Proposed				
Water Supply	Piped Water	Community Well	Individual Well	Other
Present				
Proposed				
Drainage	Natural	Ditches	Curb & Gutter	Storm Sewer
Present				
Proposed				

Subdivision

A subdivision is a process where a property is legally split into two or more properties. The scale of a subdivision application may vary from a single urban lot to a new neighbourhood development. Subdivision approval is also required where a property line between two properties is being shifted, or where a bare land condominium is proposed.

Application 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
- Subdivision Application Map: As per attached checklist
- Community Participation Report: As per attached checklist
- Other plans and documentation may be required to demonstrate compliance with applicable laws, by-laws, regulations, or policies, depending on the nature of the request

Final Approval Requirements (potential plans and studies as a condition/requirement of approval)

- Lot Fees: See fee schedule
- Plan of Subdivision or Plan of Survey, and, if a bare land condominium is proposed, a Plan of Condominium (three [3] mylar copies and three [3] paper copies)
- Landscape Plan
- Site Servicing Plan
- Grading Plan
- Stormwater Management Plan

Timelines

The process generally can take three (3) months at best to reach Conditional Approval. Applications involving the opening of public roads, as well as complicated applications, may take a longer period of time. Once City Council gives Conditional Approval, the applicant has up to two (2) years to satisfy all outstanding conditions and requirements before obtaining Final Approval.

Decision Making Authority

City Council decides on subdivision applications. For applications involving the opening of public roads, the Planning Commission will first hold a public hearing and make a recommendation to City Council on the application.

Pre-Application Review

Before formal submission of an application, the Planning & Buildings Department can lead a preliminary review of the application package and, if necessary, advise the applicant which elements of the package to revisit. The pre-application review may take two to three (2-3) weeks.

Public Hearing

Where a public hearing is required, the applicant must attend the public hearing scheduled by the Planning & Buildings Department, and is responsible for presenting 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 the Planning Commission's recommendation to City Council.

Applicant May Appeal Decision

The applicant or the Province of Manitoba may within thirty (30) days file an appeal directly to the Manitoba Municipal Board under the following circumstances:

- City Council rejects the application
- The applicant is not satisfied with the requirement of a development agreement or conditions proposed in the development agreement
- City Council imposes conditions of approval
- City Council imposes new conditions, or varies or rescinds previously approved conditions
- City Council fails to make a decision within the prescribed time limit under The Planning Act

The Municipal Board will then hold an appeal hearing and make a final decision. The Municipal Board is a provincial quasi-judicial tribunal and is the final approval authority where appeals are involved.



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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 (Subdivision) Requirements

All letters of intent must have the following information:

1. Business/Formal letter format (addressed to “City of Brandon Development Services”, signed and dated)
2. Name(s) of applicant(s)
3. Location of proposed development (civic address and legal description)
4. Description of proposed subdivision, including but not limited to number of lots/units, uses proposed on the lots/units, provision of public spaces and public/private roads, design themes, any other related development applications, how the proposal fits with the surrounding area
5. If applicable, a written list of proposed public and private street names and background information on the proposed names
6. Is the proposal generally consistent with the Development Plan? (cite and expand on applicable policies)
7. Is the proposal generally consistent with a Secondary Plan, if applicable? (cite and expand on applicable policies)
8. Is the proposal generally consistent with the Zoning By-law?

Community Participation Report

All community participation reports must include the following information:

1. Business/Formal letter format (addressed to “City of Brandon Development Services”, signed and dated)
2. Name(s) of applicant(s)
3. Method(s) of notification
4. List of properties that were notified
5. Summary of comments or concerns
6. Summary of efforts to address comments or concerns
7. If a public meeting is held, the date and location of the meeting

Subdivision Application Map Requirements

The subdivision application map must be drawn by a Manitoba Land Surveyor to scale with all dimensions clearly labeled. The site plan must be submitted in PDF and paper format (maximum size 11" x 17") showing the following information:

1. Existing and proposed site lines
2. At least two (2) survey monuments used
3. Existing and proposed lot dimensions and areas
4. If applicable, proposed public rights-of-way dimensions and areas, street names
5. If applicable, proposed public reserve and/or school lands dimensions and areas
6. Existing buildings, structures and driveways
7. Existing and proposed utilities and easements
8. Existing tree lines and water bodies
9. Any other information as required

In addition, if you are applying for a bare land condominium:

10. Proposed unit and common element dimensions and areas, street names
11. If a phased condominium is proposed, all phases of the development