

Checklist

All application submissions are to be received Digitally. Applicants will be notified during the review of the application if any printed copies of the submission material are required.

Application Form/Amendment

- Completed municipal application form
- Proposed draft Regional Official Plan Amendment
- Proposed draft Local Official Plan Amendment
- Proposed draft Zoning By-law Amendment

Plans/Drawings

- Site Plan - ___ Copies
- Landscape Plan - ___ Copies
- Subdivision Draft Plan - ___ Copies
- Concept Plan - ___ Copies
- Grading Plan - ___ Copies
- Plan of Survey - ___ Copies
- Draft Reference Plan - ___ Copies
- Servicing Plan(s) - ___ Copies
- M-Plan - ___ Copies

Studies/Questionnaires

- Planning Justification Report - ___ Copies
- Environmental Impact Study - ___ Copies
- Noise Report - ___ Copies
- Healthy Development Assessment (Caledon only) - ___ Copies
- Sustainability Assessment (Brampton only) – ___ Copies
- Healthy by Design Questionnaire - ___ Copies (Mississauga only)
- Wellhead Protection Questionnaire - ___ Copies
- Hydrogeological Report - ___ Copies
- Geotechnical Report - ___ Copies
- Traffic/Transportation Impact Study - ___ Copies

Fees

Fees are payable to the Region and must be submitted in the form of an Electronic Fund Transfer (EFT) or Wire Transfer as a requirement of a complete submission

- Regional Official Plan Amendment Processing Fee (\$23,218.81)
- Local Official Plan Amendment Processing Fee (\$9,455.63)
- Local Official Plan Amendment Processing Fee - Secondary Plan / Local Area Plan (\$7,774.63)
- Condominium Processing Fee (\$3,887.31)
- Subdivision Processing Fee (\$21,012.50)
- Site Plan Application Processing Fee for Full (\$3,256.94) and Scoped (\$1,786.06)
- Zoning By-law Amendment Processing Fee (\$4,937.94)
- Consent Processing Fee (\$1,570.88)
- Pre-Consultation Processing Fee (\$1,500)

Please be advised that additional processing fees, including agreement fees, may be required. This will be determined after the initial submission is received.

Other Information

For subdivision applications, a digital copy of the proposed plan of subdivision must adhere to the following specifications:

- 6-degree UTM projection (zone 17)
- NAD 83
- All external boundaries of 21T-plan and internal lot/block layout plus lot/block numbers
- One of the following formats:
 - Double precision ARC/INFO polygon coverage with 0.01 fuzzy tolerance and lot/block information as an attribute in export format – E00 file
 - ArcView shape file with the same attribute information

<input type="checkbox"/> Functional Servicing Report - ___ Copies <input type="checkbox"/> Single/Multi use Demand Table (<input type="checkbox"/> Water only / <input type="checkbox"/> Water & Wastewater) - ___ Copies <input type="checkbox"/> Stormwater Management Report - ___ Copies <input type="checkbox"/> PINS/Parcel Abstract - ___ Copies <input type="checkbox"/> Agricultural Impact Study - ___ Copies <input type="checkbox"/> Subwatershed Study - ___ Copies <input type="checkbox"/> Conceptual Study (ROPA) - ___ Copies <input type="checkbox"/> Environmental Site Assessment Report <input type="checkbox"/> Phase I Environmental Site Assessment; <input type="checkbox"/> Phase II Environmental Site Assessment; <input type="checkbox"/> Record of Site Condition <input type="checkbox"/> Waste Management Plan - ___ Copies <input type="checkbox"/> Other	<p>Microstation DGN file with linework on level #1 and lot/block numbers on level #2</p> <p>NOTE: All opinions offered by staff are based on preliminary review and subject to change based on review of additional information and studies received at the subsequent application stage(s)</p>
<div style="border: 1px solid black; height: 200px; width: 100%;"></div>	<p>Date: <input style="width: 150px;" type="text"/></p> <p>Planner: <input style="width: 150px;" type="text"/></p> <p>File Number: <input style="width: 150px;" type="text"/></p> <p>Applicant Name: <input style="width: 150px;" type="text"/></p> <p>Location: <input style="width: 150px;" type="text"/></p> <p>Notes: <input style="width: 150px; height: 50px;" type="text"/></p>

General Requirements

At the pre-consultation stage, the applicant will be notified of the required submission materials to fulfill the needs of a complete application. All submissions must be provided directly to the planning department at the local area municipality (Brampton, Caledon, Mississauga) unless otherwise instructed by a Region of Peel Planner. All submissions must include a covering memo indicating the file number, address and/or location, nature of the proposal, a list of submitted material and a copy of this completed checklist provided by the Regional Planner at the pre-consultation stage.

- Plans (e.g. site plan, landscape plan) must include the following:
 - A Key Plan illustrating the general geographic location of the subject lands must be located on all proposed copies of the plan
 - Waste collection area, if applicable; and,
 - Regional property requirements, if abutting a Regional road.
 - must show all easements (including Instrument Numbers and party to)
- If any printed copies of the submission material are required, plans/drawings must be collated into sets and be folded to 216mm x 356mm (8.5" x 14") with the title box exposed.

Development Information and Materials

Region of Peel Official Plan: <https://www.peelregion.ca/planning/officialplan/>

Public Works Manuals

- Infrastructure within proximity of LRT:
<https://www.peelregion.ca/public-works/design-standards/pdf/lrt-design-standard-april2015.pdf>
- Regional Roads and Traffic:
<https://www.peelregion.ca/public-works/design-standards/pdf/designroads-july2009.pdf>
- Functional Servicing and Stormwater Management Report Criteria:
<https://www.peelregion.ca/public-works/design-standards/pdf/swm-fsr-final-july2009.pdf>
- Standard Drawings (to determine which standards apply):
<https://www.peelregion.ca/public-works/design-standards/#drawings>
- Site Plan Process for Site Servicing Submission Requirements:
<https://www.peelregion.ca/public-works/design-standards/pdf/site-plan-process2009.pdf>
- Sanitary Sewer:
<https://www.peelregion.ca/public-works/design-standards/pdf/sanitary-sewer-design-criteria.pdf>
- Storm Water:
<https://www.peelregion.ca/public-works/design-standards/pdf/sewer-design-update.pdf>
- Waste Collection:
<https://www.peelregion.ca/public-works/design-standards/pdf/waste-collection-design-standards-manual.pdf>
- Watermain Design:
<https://www.peelregion.ca/public-works/design-standards/pdf/water-design.pdf>

Region of Peel Fees By-Law: <https://www.peelregion.ca/council/bylaws/bl-65-2021/>

Traffic Impact Study – Terms of Reference:

<http://www.peelregion.ca/pw/transportation/business/traffic-impact-study.asp>

Street Naming Guidelines:

<https://peelregion.ca/planning/pdf/street-naming-guidelines.pdf>

Healthy Peel by Design:

<https://www.peelregion.ca/healthy-communities>

Affordable Housing Active Design: Guidelines and Standards:

<http://www.peelregion.ca/health/resources/healthybydesign/pdf/CDI-0560.pdf>

Region of Peel's Housing & Homelessness Plan:

<https://www.peelregion.ca/housing/homelessness/pdf/plan-2018-2028.pdf>

Conservation Authority Protocol for Plan Review and Technical Clearance:

<https://www.peelregion.ca/planning/business/pdf/ConservationAuthorityProtocolPlanReviewTechClearance.pdf>

General Guidelines for the Preparation of Acoustical Reports:

<https://www.peelregion.ca/planning/noise-guidelines.pdf>

Pedestrian and Bicycle Facility Design Guidelines:

<https://www.peelregion.ca/construction/pdf/pedestrian-bicycle-facility-design-guidance.pdf>

Protocol for the Use of Non-Potable Groundwater Criteria in Brownfield Redevelopment in Peel Region:

<http://www.peelregion.ca/planning/pdf/water.pdf>

Municipal Planning Resources

City of Brampton: <http://www.brampton.ca/EN/Business/planning-development/Pages/welcome.aspx>

Town of Caledon: <https://www.caledon.ca/en/townhall/developmentplanning.asp>

City of Mississauga: <http://www.mississauga.ca/portal/residents/planningandbuilding>