

Planning application requirements checklist



under the Planning Act, R.S.O. 1990 c.P.13, as amended

Development Services Public Works

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 Local Official Plan Amendment
- Proposed draft Zoning By-law Amendment

Plans/drawings

- | | |
|------------------------|----------------------|
| Site plan | Plan of survey |
| Landscape plan | Draft reference plan |
| Subdivision draft plan | Servicing plan(s) |
| Concept plan | M-plan |
| Grading plan | |

Studies/questionnaires

- | | |
|---|---|
| Planning justification report | Functional servicing report |
| Environmental impact study | Single/multi use demand table
(Water only / Water & wastewater) |
| Noise report | Stormwater management report |
| Healthy development assessment (Caledon only) | PINS/parcel abstract |
| Sustainability assessment (Brampton only) | Subwatershed study |
| Healthy by Design questionnaire | Environmental site assessment report |
| Wellhead protection questionnaire | Phase I environmental site assessment |
| Hydrogeological report | Phase II environmental site assessment |
| Geotechnical report | Record of site condition |
| Traffic/transportation impact study | Waste management plan |
| Other | |

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

Amendment processing fee (\$6,400)	Site plan application processing fee (\$2,200)
Transportation surcharge (\$4,700)	Transportation surcharge (\$1,200)
Waste surcharge (\$60)	Waste surcharge (\$180)
Major amendment processing fee (\$34,000)	Agreement review and execution fee (\$2,300)
Condominium processing fee (\$3,000)	Clearance of conditions fee (\$1,600)
Subdivision processing fee (\$18,400)	Pre-consultation processing fee (\$1,500)
Transportation surcharge (\$6,400)	
Waste surcharge (\$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 Microstation DGN file with linework on level #1 and lot/block numbers on level #2

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).

Date: _____

Planner: _____

File number: _____

Applicant name: _____

Location: _____

Notes:

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)

Development information and resources

Design criteria

- [Infrastructure within proximity of LRT](#)
- [Regional roads and traffic design criteria](#)
- [Sanitary sewer design criteria](#)
- [Stormwater design criteria and procedural manual](#)
- [Waste collection design standards manual](#)
- [Watermain design criteria](#)

Standard drawings

- [Watermain and appurtenances](#)
- [Sanitary sewer and appurtenances](#)
- [Within proximity of LRT](#)
- [Electrical traffic standards](#)
- [Roads and traffic](#)

Guidelines, procedures, and reports

- [Functional servicing report](#)
- [General guidelines for the preparation of acoustical reports](#)
- [Pedestrian and Bicycle Facility Design Guidelines](#)
- [Site plan process](#)
- [Stormwater Servicing Master Plan](#)
- [Street naming guidelines](#)
- [Traffic impact study](#)

Other resources

- [Affordable Housing Active Design: guidelines and standards](#)
- [Healthy communities](#)
- [Non-potable requests for brownfield development](#)
- [Peel Housing and Homelessness Plan 2018 to 2028](#)
- [Peel Region Fees By-law 66-2025](#)
- [Waste collection](#)

Municipal planning resources

- [City of Brampton Planning and Development](#)
- [Town of Caledon Business, Planning + Development](#)
- [City of Mississauga Planning and development](#)