



Report Committee of Adjustment

Filing Date: June 6, 2024
Hearing Date: April 29, 2025

File: A-2024-0200

**Owner/
Applicant:** Imam -e- Zamana Centre
Harper Dell & Associates Inc.

Address: 4598 Countryside Drive

Ward: 10

Contact: François Hémon-Morneau, Principal Planner/ Supervisor

Recommendations:

That application A-2024-0200 be deferred until such time as the studies identified through PRE-2024-0154 are completed to the satisfaction of City staff.

Background:

Existing Zoning:

The property is zoned 'Residential Rural Estate 2 (RE2)', according to By-law 270-2004, as amended.

Requested Variances:

The applicant is requesting the following variances:

1. To permit a community club, whereas the by-law does not permit the use;
2. To permit 28 parking spaces, whereas the by-law requires 32 parking spaces;
 - As per a revised sketch received on April 23, 2025, a total of 29 parking spaces are proposed. The variance is therefore revised *to permit 29 parking spaces, whereas the by-law requires 32 parking spaces*;
3. To permit 8 tandem parking spaces in conjunction with a community club, whereas the by-law does not permit tandem parking for this use and requires that each parking space be accessed by an aisle leading to a driveway or street;

4. To permit a driveway width for two-way traffic having a width of 2.81 metres, whereas the by-law requires a minimum driveway width of 6.0 metres for two-way traffic; and
5. To permit a parking aisle width of 5.98 metres and 6.4 metres, whereas the by-law requires a minimum parking aisle width of 6.6 metres.
 - As per a revised sketch received on April 23, 2025, a parking aisle width of 6.4 metres has been modified to comply with the minimum Zoning By-law requirement. The variance is therefore revised *to permit a parking aisle width of 5.98 metres, whereas the by-law requires a minimum parking aisle width of 6.6 metres.*

Current Situation:

The Minor Variance application was considered at the Committee of Adjustment hearing held on November 12, 2024. The application sought relief from the Zoning By-law to permit a Community Club use, a reduction in required parking and drive aisle widths, and a reduction in the front yard landscaped open space. A total of 26 public submissions were received, and several residents attended the hearing to provide verbal comments. Following these delegations, the Committee deferred the application to allow for a Pre-Consultation meeting to occur between the applicant and City staff.

Subsequently, the owners retained Harper Dell & Associates Inc. as their planning consultant to coordinate the submission of a Pre-Consultation application. A Pre-Consultation meeting was held on February 11, 2025, during which staff prepared submission checklists for both a future Zoning By-law Amendment and Site Plan Approval applications. The consolidated comment report associated with PRE-2024-0154 outlines the submission requirements and technical comments from both internal and external reviewers. This report is included in Appendix B of this report.

The applicant has since revised their Minor Variance proposal and have requested that the application be brought forward for reconsideration at the April 29, 2025 CoA hearing. The updated application now seeks temporary permission for the Community Club use, along with variances related to a modified parking layout and associated reductions to drive aisle and parking aisle dimensions. It is staff's understanding that the temporary use is being pursued by the applicant and owner to allow the use to operate while the necessary planning applications for permanent permissions, a Zoning By-law Amendment, is prepared and processed.

Staff recommend that the application be deferred until such time as the studies identified through PRE-2024-0154 are completed to the satisfaction of City staff. The deferral is recommended to allow the applicant sufficient time to complete the required technical studies identified during the Pre-Consultation process. These studies are essential for staff to fully assess the suitability of the proposed Community Club use, even on a temporary basis, and to ensure that any future planning approvals are informed by a thorough understanding of site-specific conditions and potential impacts. Proceeding without this information would limit staff's ability to conduct a comprehensive review and could compromise the integrity of future planning decisions related to the permanent use of the lands. Deferral will ensure that all necessary information is available to support an informed and well-founded recommendation.

Respectfully Submitted,

François Hémon-Morneau

François Hémon-Morneau, Principal Planner/ Supervisor

Appendix A – Site Visit and Aerial Photographs





Appendix B – Pre-Consultation Consolidated Comment Report and Checklist

Planning, Building and Growth Management

Development Services and Design

Consolidated Comment Report

Date: February 7, 2025

File: PRE-2024-0154

Applicant/Owner: Nicholas Dell / Imam-E-Zamana Center

Location: 4598 Countryside Dr

Proposal: Deferred Minor Variance Item A-2024-0200 from the Nov. 12th 2024 Committee of Adjustment Agenda to permit a Community Centre within a Residential Rural Estate 2 (RE2) Zone, according to By-law 270-2004, as amended. Conversion of Existing 1 Storey Residential Building with a proposed expansion of parking area.

This report contains comments from the technical groups who have reviewed the proposal. Additional comments may be forthcoming pending the review of any revised drawings/reports/etc. The applicant/owner must address all of the comments by creating a "Comment Response Table" identifying how all comments have been addressed. In order to resubmit, please upload all revised drawings/reports/etc., and as a final step, upload the "Comment Response Table". If you have any questions or concerns, please contact the planner assigned to your file at Sadaf.shahidhussain@brampton.ca.

Development Review		Final Comments Provided
Sadaf Shahid-Hussain - sadaf.shahidhussain@brampton.ca		
Final Comments	Policy and Zoning Overview <ul style="list-style-type: none">Per the Peel Region Official Plan, the subject lands are within the "Urban System" in Schedule E-1: Regional Structure and Schedule E-2: Strategic Growth Areas of the Region of Peel Official Plan. The subject lands also fall under the "Built-Up Area" of Schedule E3: The Growth Plan Areas in Peel.Per Brampton Official Plan, the subject property is designated as 'Open Space' and 'Estate Residential'. The subject property is designated as 'Community Areas' and 'Natural Heritage System' (Schedule 1A – City Structure) and 'Neighbourhood' and 'Natural Heritage System' (Schedule 2 – Designations) in the Brampton Plan.<ul style="list-style-type: none">As outlined in section 4.2.3 of the Official Plan, Estate Residential Housing is a low density, low intensity form of residential development characterized by large, individual lots which do not require full urban services.The property is located within the Toronto Gore Rural Estate Secondary Plan (Area 26), for which there is no Secondary Plan in place.Per the Comprehensive Zoning By-law, the property is zoned RE2, which primarily permits residential uses, such as single detached dwellings, Supportive Housing Residence Type 1, and non-residential uses that are accessory to permitted residential uses. A Zoning By-law Amendment is required to permit the proposed use.	

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Analysis

- A Limited Site Plan application is required to permit a Community Club with expansion to the existing parking lot.
- Zoning By-law Amendment application is required to permit the proposed use.

Technical Comments

- Staff are generally supportive of the proposed Community Club along with a required parking expansion.
- Further coordination with Traffic Services will be required to ensure appropriate parking standards have been achieved.
- Per Minor Variance Application A-2024-0200, Committee of Adjustment has deferred the application as the applicant and planning staff were to meet and review the matter in a pre-consultation meeting; no updates have been received since then. To permit the proposed uses, a rezoning application is required.

General Comments

- All submissions are to be accompanied by a detailed cover letter that responds to all comments identified within this report. Responses such as 'Noted' or 'Done' do not constitute sufficient detail. Please provide this written the individuals that has provided comments on this application.
- Prior to resubmission of the application, please provide a copy of the Cover Letter to the Assigned Development Planner via email for review.
- Prior to resubmission of the application, contact the Assigned Development Planner to schedule a Submission Appointment.
- Please provide the assigned Development Planner with a copy of all transmittal letters that are prepared for each of the internal City divisions and the external agencies.
- Please ensure that comments are addressed through correct drawings which includes applicable statistics, all required setbacks, road allowance widenings and dimensions.
- The municipal address and the assigned City file number, as noted above, shall be clearly identified in the title block on all drawings, on the cover of all reports and referenced in all correspondence associated with this application. Details of the physical address that is proposed to be affixed to the applicable building is to be depicted on the architectural elevation drawings.
- Please note that comments from the following departments/agencies have not yet been received and will be provided under a separate cover:
 - French Public Viamonde School Board;
 - French Catholic Mon Avenir School Board.

The following items must be submitted with the required Site Plan Application:

- Cover Letter
- Concept Plan
- Comment Response Table
- Zoning By-Law Amendment
- Planning Justification Report
- Survey and/or Legal Plan
- Parcel Abstract

Materials should be submitted in accordance with the provided materials submission checklist.

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Additional agencies are noted in the submission checklist (i.e. Bell, Rogers, Alectra and Enbridge). Upon formal submission, the application will also be circulated with these authorities.

Staff encourage the applicant to collaboratively work with City staff to discuss the proposal prior to the applicant submitting a formal application.

Prior to the submission of a complete Planning Act application, where complete application requirements have been determined through a formal Pre-consultation application process, when Bill 109 comes into effect, the City may amend the formal Pre-consultation requirements or require a new Pre-Consultation application. Given this, the City is proposing a City Initiated Official Plan Amendment, to update the Official Plan policies related to the Pre-Consultation application process and determining completeness for planning applications. This also includes transition policies and applies city-wide. The changes to the Pre-Consultation process policies are intended to improve the review process for planning applications by requiring early collaboration between applicants, staff and other stakeholders on development proposals to reach agreement on key facets of the development.

<https://pubbrampton.escribemeetings.com/filestream.ashx?DocumentId=68933>

When an application is ready for submission to through BramPlan Online (BPO), the Applicant shall contact the assigned Planner to have their application package inspected prior to their submission. The applicant should also provide the fee calculation sheet to the assigned planner for verification at this time. The Assigned Planner will invite the applicant to submit their application on BPO as appropriate. If the assigned Planner cannot be reached, then please contact the assigned Development Services Manager. Please review the below links for guidance on how to submit an application through BramPlanOnline as well as the naming conventions that are to be followed:

- [BramPlanOnline](#)
- [BramPlan Online FAQ](#)
- [Naming Conventions](#)

Accessibility Review

Sabrina Cook - sabrina.s.cook@brampton.ca

Final Comments Provided

Final Comments

- correct configuration of the type A and B spaces must be shown and/or noted on the drawings, as per the Parking Manual. 39 total parking spaces require minimum 2 accessible parking spaces, 1 type A and 1 type B
- location of the accessible parking spaces must be located as close as possible to the main barrier free entrance(s) and/or elevators. drivers/passengers should not have to cross a drive aisle.
- dimensions of the type A and B spaces and access aisles must be shown on the drawings
- accessible parking signage for type A and type B spaces must be shown on the drawings, including wording and contact info, dimensions, and placement
- pavement markings, including dimensions, colour, and placement, must be shown on the drawings, as per the Parking Manual
- if applicable, curb cuts must be shown on the drawings as per the Parking Manual.
- details and requirements for dimensions, signage, curb cuts, and pavement markings can be found in the Parking Manual <https://www.brampton.ca/EN/City-Hall/Accessibility/Documents/COB%20Accessible%20Parking%20Manual.pdf>

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	<ul style="list-style-type: none"> • all pedestrian pathways, crosswalks, sidewalks must be a minimum of 1.6m unobstructed width with tactile indicators as required leading to the barrier free entrances. this information/details must be shown on the drawings. • tactile indicators are required for locations where a barrier-free access traverses a driveway, stairs, fire route or parking aisle and at the bottom end of curb ramps used for pedestrian crossings. this information must be shown on the drawings. • crosswalks must be provided when pedestrians are required to cross traffic/drive aisles. if applicable, this information must be shown on the drawings • ensure there are sidewalk connections to new/existing municipal sidewalks
Building Review Final Comments Provided David Ngoda - david.ngoda@brampton.ca	
<i>Final Comments</i>	<p>Please provide the following information:</p> <ul style="list-style-type: none"> - Building Code classification - Location of principal entrance and the distance to the fire access route - the distance to fire hydrant from Siamese connection - Location of fire access route showing width and centre line turning radius. - Turn around facilities for fire access routes with dead end portions in excess of 90 m <p>Indicate on site plan the locations of barrier free accesses to the building including ramps, curb ramps, entrances, exterior walks and corresponding dimensions are needed. Please note that a level area of at least 1670 x1670mm is required at the entrance doorway.</p> <p>Provide a copy of the most recent Survey certified by an Ontario Land Surveyor.</p> <p>Provide a copy of a recent water flow test (three years maximum) and verification that an adequate water supply is available for fire fighting purposes and sprinkler protection, if required, based on the OBC classification and use of the building.</p>
Capital Works Review Final Comments Provided Bikesh Bajracharya - bikesh.bajracharya@brampton.ca	
<i>Final Comments</i>	<ul style="list-style-type: none"> - Countryside Drive is being widened symmetrically along the existing alignment in Phase 2. With a 36-meter right-of-way (ROW), we would need approximately 7 meters from the existing ROW along the frontage of 4598 Countryside Drive. As per your development plan, the parking space along the south side would be affected. Additionally, there may be some grading required beyond the proposed right-of-way (ROW).The applicant shall coordinate with the City and its consultant for the Countryside Drive design project. - Capital Works requires the following drawings for detailed review: Site Plan (A1dwg), Legal Plan, Servicing Plan, Grading Plan, and recent CAD file (coordinate system required: NAD83 UTM Zone 17N) - Ensure self-contained site drainage, no discharge (minor or major flow) onto the City roads. - Developer to verify the proposed elevations at property line with the proposed elevations of road widening capital project adjacent to the subject development. - Provide curb depression at the proposed entrance and ensure that the driveway grades are included. - The Owner shall ensure that all above-ground utilities are offset a minimum distance of 1.5-metres from all proposed driveways. The Owner shall pay all costs associated with the removal and relocation of any aboveground utilities and shall further release and forever

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	<p>discharge the City from and against all claims the Owner may have arising out of the removal and/or relocation of any above-ground utilities.</p> <ul style="list-style-type: none"> - Refer to COB DWG. 237 for standard vehicular access into industrial, commercial or institutional site. - Please ensure that the tactile walking surface indicators are installed in the new construction entrances as per AODA requirements. - Please find the comments provided by consultant under "PRE-2024-0154_Comments_Capital works.pdf".
Development Engineering Review Final Comments Provided Olti Mertiri - olti.mertiri@brampton.ca	
<i>Final Comments</i>	<p>1. A Grading and Servicing Plan and a SWM Report prepared by a P.Eng is required for this application.</p> <p>2. Appropriate amounts of securities for the following engineering works will be required:</p> <ol style="list-style-type: none"> Lot Grading and Drainage Retaining Wall Works within right of way (ROW)
Heritage Review Final Comments Provided Ngoc Cuong (tom Tran - ngoccuongtom.tran@brampton.ca)	
<i>Final Comments</i>	<p>Heritage Staff has reviewed the application and would like to provide the following comments:</p> <p>The subject lands exhibit high archaeological potential because they are within 300 meters of known cultural heritage resources. The Owner must provide a minimum of Stage 1 Archaeological Assessment, for all lands within the subject application, and shall mitigate adverse impacts to any significant archaeological resources found, to the satisfaction of the City and the Ministry of Multiculturalism and Citizenship (MCM).</p> <p>Complete archaeological assessment and all associated MCM acceptance letters are required prior to enactment of the zoning by-law. No grading, filling, or any form of soil disturbances shall take place on the subject property prior to the acceptance of the Archaeological Assessment(s) by MCM and the City of Brampton Heritage staff indicating that all archaeological resource concerns have met licensing and resource conservation requirements.</p> <p>Should a cemetery be discovered during any phase of the Archaeological Assessment(s), topsoil stripping, grading or construction, the Owner shall, at their expense, undertake mitigation measures to the satisfaction of applicable provincial agencies and the Commissioner, Planning and Development Services.</p> <p>If the lands were subject to a previous Archaeological Assessment that was accepted by the Ministry of Multiculturalism and Citizenship(MCM) and City Heritage staff, the applicant must provide a copy of the report(s) and associated correspondence from the MCM and Heritage staff confirming that all archaeological resource concerns have met licensing and resource conservation requirements.</p>
Noise Review Final Comments Provided Daniel Tang - daniel.tang@brampton.ca	
<i>Final Comments</i>	No noise requirement

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Open Space Development Review		Final Comments Provided
Corrie Daneliak - corrie.daneliak@brampton.ca		
<i>Final Comments</i>	<p>Please provide a tree evaluation report and preservation plan for the site. Include any external trees and significant other vegetation that may be impacted by the development. Please reference the City's updated 2023 Tableland Tree Assessment Guidelines to determine appropriate tree compensation and include in the tree evaluation report. Show all compensation trees on the landscape plan and include a legend showing tree species, quantity and size (minimum 70mm caliper). The tree evaluation report and preservation plan must show all tree protection measures and must be signed by a landscape architect (OALA member) or a certified arborist.</p> <p>Provide a minimum 3 metre wide landscape buffer along all residential property lines where feasible. Provide trees spaced 8-10 metres on-centre within this landscape buffer for environmental benefits and to support the City's One Million Trees initiative.</p> <p>Provide a high quality buffer landscape treatment along Countryside Drive. Include ornamental metal fencing and masonry components, such as pillars and low walls. Include a diverse planting consisting of deciduous and coniferous trees, shrubs, perennials and flowering bulbs.</p> <p>Provide a 1.8 metre high wood fence along the northern and eastern property lines adjacent to the residential property to screen the parking area and provide privacy.</p> <p>Include a separate landscape plan showing all proposed hardscaping, fencing, plant material and existing trees and shrubs. The landscape plan must bear the signed Ontario Association of Landscape Architects (OALA) seal.</p> <p>Show all snow storage areas. Snow storage shall not be on top of plant beds or wrap around trees.</p> <p>Provide all necessary hardscaping, planting, tree protection and fencing detail drawings that complete the drawing submission. Details can be found on the city website.</p> <p>Provide an itemized landscape construction cost estimate for the purpose of establishing securities. Cost estimate must be on consultant's letterhead and must bear the signed Ontario Association of Landscape Architects (OALA) seal.</p> <p>Add the City's site plan number and the site plan approval stamp to each title block. Please see attached.</p> <p>Add the City's standard landscape notes to the site plan. Please see attached.</p>	
Peel Region Review		Final Comments Provided
Sadaf Shahid-Hussain - sadaf.shahidhussain@brampton.ca		
<i>Final Comments</i>	Please refer to Regional comment letter attached.	
Planning Environment Review		Final Comments Provided
Stavroula Kassaris - stavroula.kassaris@brampton.ca		
<i>Final Comments</i>	Environmental Planning defer to the TRCA regarding natural hazards and appropriateness of the proposed floodplain buffer.	
Plumbing Review		Final Comments Provided
Peter Thomson - peter.thomson@brampton.ca		

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<i>Final Comments</i>	I am unable to comment due to the fact that a site service drawing was not submitted.
Sign Review Final Comments Provided Ross Campbell - ross.campbell@brampton.ca	
<i>Final Comments</i>	All proposed signs shall conform to the City of Brampton Sign By-law 399-2002, as amended, noting: <ul style="list-style-type: none"> • Signs shall conform to the Ontario Building Code O. Reg. 332/12, as amended. • Signs shall be fully secured to a structural member beyond the cladding of the building, please provide confirmation of the wall structure including support for signage. Plywood backing is recommended. • Permits are required prior to the installation of signs.
Traffic Services Review Final Comments Provided Huzefa Ansari - huzefa.ansari@brampton.ca	
<i>Final Comments</i>	<ol style="list-style-type: none"> 1. If not already conveyed, the applicant shall convey an approximate 8.0-metre road allowance widening for a 36.0-metre right-of-way (ROW) mid-block requirement (18.0m from the centreline) along the entire frontage of Countryside Drive to the City of Brampton. In order to avoid delays, the applicant shall provide a draft reference plan prepared by an Ontario Land Surveyor for approval by the Traffic Planning and the Corporate Services Department. The following documentation is required. <ol style="list-style-type: none"> a. The draft reference plan. b. A second drawing of the draft reference plan overlaid onto the proposed site plan, showing only the subject site, depicting a separate part(s) where the land is to be conveyed. and c. A memorandum to the Transportation Division setting out the part(s) on the draft reference plan that are to be conveyed and copied to the Legal Services Division. d. Upon approval of the Draft Reference Plan by the City's Traffic Planning, arrange for the Surveyor to have the Draft Reference Plan deposited at the Land Registry Office of Peel. and e. Deposited copies are to be provided to the Traffic Planning and the Legal Services Division. 2. 7.5m access width along with 7.5 metre curb radius will be supported at the proposed site access. 3. At minimum 6.5 metre of parking aisle to be provided within the parking area. 4. Provide the extent of the existing slope toward the creek on the revised site plan. 5. Provide a stop sign and stop bar at the site egress. 6. Will there be gates on the site? 7. Notes to be provided as "temporary parking stalls" which are proposed within the area of Countryside Drive widening. 8. At all entrances to the site, the road curb and sidewalk will be continuous through the driveway. The driveway grade will be compatible with any existing sidewalk and a curb depression will be provided for at each entrance—access construction as per City of Brampton Standard # 237. 9. The owner shall ensure that all above-ground utilities are offset a minimum distance of 1.5 metres from all proposed driveways and indicate as such on a revised site plan. The Owner shall pay all costs associated with the removal and relocation of any above-ground utilities, and the Owner further shall release and forever discharge the City from and against all claims the Owner may have arising out of the removal and/or relocation of any above-ground utility. 10. The owner must obtain a Road Occupancy and Access Permit from the City of Brampton's Road Maintenance & Operations Section at least 48 hours prior to the construction of works within the city's road allowance.

Planning, Building and Growth Management Development Services and Design

	11. On-site sign installations and pavement markings are to be maintained by the owner and/or modified or refreshed at the City's request.
Transit Review Final Comments Provided	
Zain Alam - zain.alam@brampton.ca	
<i>Final Comments</i>	Brampton Transit has reviewed the application and we have no comments from a transit planning perspective.
Urban Design Review Final Comments Provided	
Hugh Chen - hugh.chen@brampton.ca	
<i>Final Comments</i>	For the Site Plan Application, provide complete architectural drawing set including plans and elevations. (Material schedule if any changes comparing to existing).
Zoning Review Final Comments Provided	
Shiza Athar - shiza.athar@brampton.ca	
<i>Final Comments</i>	<p>1. A non-profit community club is not a permitted use on the property.</p> <p>2. The proposed parking does not comply with the By-law. 32 parking spaces are required whereas only 23 parking spaces are provided. Tandem parking is not permitted on a residential property.</p> <p>3. Please contact the Accessibility Coordinator to determine compliance with the Accessibility Guidelines. accessibility@brampton.ca</p> <p>4. The proposed parking aisle widths do not comply. Parking aisle widths of 5.63m and 6.4m are proposed, whereas the minimum required parking aisle width for 90o stalls is 6.6m.</p> <p>5. The proposed driveway width does not comply. A minimum 6.0m driveway is required for two-way traffic, whereas a 5.06m driveway is proposed. Please also provide the driveway width at the entrance to the property.</p> <p>6. The percentage of landscaped open space in the front yard has not been provided. The minimum required is 70% of the front yard.</p> <p>7. The proposed parking does not match the drawings submitted with the on-going minor variance application. If you are proposing a different parking configuration, please ensure that the updated changes are reflected in the drawing accompanying the variance application.</p> <p>8. Please refer to the Zoning Comments Chart for detailed information.</p> <p>9. Please revise plans/drawings to conform to all Zoning requirements or seek advice from Development Planning staff on options to resolve the Zoning compliance issue(s) identified.</p> <p>10. Any changes made to the plans/drawings will require further Zoning review.</p>

Planning, Building and Economic Development Development Services

Pre Development Application Consultation Checklist

City File # PRE-2024-
0154

Applicant Name(s):	Nicholas Dell	Review Stream:
Email Address:	nick@harperdell.ca	(Basic or Full confirmed during the PAC)
Date of PAC Meeting:	February 11, 2025	Zoning By-law Amendment Site Plan Limited
Proposal Address/Location: 4598 COUNTRYSIDE DR, BRAMPTON, ON L6P0V1 WARD 10		
Proposal Description: Deferred Minor Variance Item A-2024-0200 from the Nov. 12th 2024 Committee of Adjustment Agenda to permit a Community Centre within a Residential Rural Estate 2 (RE2) Zone, according to By-law 270-2004, as amended. Conversion of Existing 1 Storey Residential Building with a proposed expansion of parking area.		
Assigned Staff	Name	Email
Planner	Sadaf Shahid-Hussain	Sadaf.shahidhussain@brampton.ca
Development Services Manager	Angelo Ambrico	Angelo.ambrico@brampton.ca
		905-874-2374 ext. 42374
		(905) 874-2953

This checklist is provided to identify the information required (e.g. reports, studies, drawings and other materials) to commence processing of a complete application as set out in the Planning Act. Pre-Application Consultation does not imply or suggest any decisions, whatsoever, on behalf of City Staff or the Corporation of the City of Brampton (COB), to either support or refuse the application. All of the items with a checkmark in Column 1 below must be supplied with a future formal application submission in order for COB staff to start the development review process. The Applicant should use Column 2 as a preparation checklist for their application submission package. The COB will use Column 3 as a receiving checklist to confirm that all of the required information was provided.

Any deviations from the Checklist must be confirmed with the assigned Planner prior to submitting an application.

Checklist 1,2				
<i>This checklist must accompany any future development application to verify that all materials (reports, drawings, studies, etc.) identified at the PRE, are included. All identified materials must be submitted before an application is deemed complete.</i>				
Materials/Reports/Studies/Drawings	① Required Elements	② Included with Application	③ COB Confirm Included in Package	④ Comments
Detailed Description of Development Proposal	✓			
Completed Application Form	✓			

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Concept Plan (including key plan)	✓			
Survey and/or Legal Plan (<i>Most current version including easements and restrictions</i>)	✓			
Parcel Abstract (within last 30 days)	✓			
Public Consultation Strategy	✓			
Draft Public Notice Signage (Draft)	✓			
Planning Justification Report	✓			
Urban Design Brief (addressing urban design, landscape, pedestrian circulation, etc. and including but not limited to: 3D renderings, proposed elevations, sun/shadow study, etc.)	✓			
Urban Design Review Panel Consultation				
Sustainability Score and Summary				Must achieve a minimum of Bronze.
Comprehensive Development Plan or Tertiary Plan				
Draft Amendment - Secondary Plan				
Draft Amendment – Zoning Bylaw	✓			
Draft Plan of Subdivision				
Draft Plan of Condominium				
Market Impact Study				
Noise and Vibration Report				
Site Servicing, Grading and Drainage Plan				
Functional Servicing Report	✓			
Storm Water Management Brief and/or Report				
Tree Evaluation Report	✓			
Vegetation Assessment Report				
Woodland Management Plan				

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Demarcation of Physical and Stable Top of Bank, Areas controlled by conservation authority, and/or limits of natural heritage systems, wetlands and/or natural hazards				
Geotechnical/Soils Report				
Erosion and Sediment Control Plan				
Environmental Impact Report/Study (EIR/S)				
Master Environmental Servicing Plan (MESP)				
Environmental Site Assessment (ESA) Phase I	✓			
Environmental Site Assessment (ESA) Phase II				If required per the findings of Phase I
Record of Site Condition				
Archaeological Assessment				
Heritage Impact Assessment				
Heritage Conservation Plan				
Heritage Building Protection Plan				
Transportation or Traffic Impact Studies	✓			Scoped – can submit TIS which was completed as part of minor variance application.
Parking Study	✓			If parking reduction is contemplated
Other: Well decommissioning report				
Digital versions of all materials (CAD format for drawings)	✓			See link below for CAD drawings per Appendix A Standards.

Planning, Building and Economic Development Services

Notes:

1. *The COB reserves the right to ask for additional studies and materials as deemed necessary to complete the review, at any time during the process. A development application is only considered complete when the COB Planning, Building and Economic Development Services Division confirms that it has all of the information needed to complete the review process.*
2. *This checklist is valid as the date of the PRE meeting. If significant time has elapsed between the PRE meeting and the date of formal submission of your proposal please contact the assigned Planner to determine whether a new PRE Application consultation meeting is required.*

Digital Drawing Standards and Number of Copies

Drawing submission requirements (digital and paper copies) are available at

<http://www.brampton.ca/EN/Business/planning-development/Pages/Applications.aspx>

Specific Issues^{3, 4} That Need to be Addressed in the Development Application:

Notes:

3. *The issues noted above or through any follow-up communication are based on a cursory review of the proposal and are not intended to serve as a comprehensive list of issues. City staff reserve the right to identify further issues through a formal future development application.*
4. *Development applications should not be submitted if the identified issues have not been addressed.*

Additional Agencies Review Processes⁵

The Applicant is advised that the proposal being reviewed by the COB may be subject to other agencies' review, approval and/or permit processes (which may involve separate applications and fees). The Applicant should contact the following selected organizations to confirm their review requirements:

<input type="checkbox"/>	Credit Valley Conservation Authority	<input type="checkbox"/>	Ont. Min. of Culture	<input checked="" type="checkbox"/>	Region of Peel ⁶
<input checked="" type="checkbox"/>	Toronto & Region Conservation Authority	<input type="checkbox"/>	Ont. Min. of Environment	<input type="checkbox"/>	Adjacent Region/Municipality
<input checked="" type="checkbox"/>	School Board – Peel Public	<input type="checkbox"/>	Ont. Min. of Municipal Affairs	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/>	School Board – Dufferin Peel Catholic	<input type="checkbox"/>	Ont. Min. of Natural Resources	<input type="checkbox"/>	Alectra (Hydro One Brampton)

Planning, Building and Economic Development Development Services

<input checked="" type="checkbox"/>	School Board – French Public Viamonde	<input type="checkbox"/>	Ont. Min. of Transportation	<input type="checkbox"/>	Hydro One Networks
<input checked="" type="checkbox"/>	School Board – French Catholic Mon Avenir	<input type="checkbox"/>	Infrastructure Ontario	<input type="checkbox"/>	OPG Real Estate Services
<input type="checkbox"/>	Peel Regional Police	<input type="checkbox"/>	Metrolinx	<input type="checkbox"/>	Enbridge
<input type="checkbox"/>	Brampton Downtown Development Corp.	<input type="checkbox"/>	MPAC Halton Peel Office	<input type="checkbox"/>	TransCanada Pipelines
<input type="checkbox"/>	Railway - Orangeville & Brampton	<input type="checkbox"/>	Canada Post	<input type="checkbox"/>	Bell
<input type="checkbox"/>	Railway - CN Rail	<input type="checkbox"/>	Industry Canada	<input type="checkbox"/>	Rogers
<input type="checkbox"/>	Adjacent Transit: _____	<input type="checkbox"/>	Nav Canada and/or GTAA	<input type="checkbox"/>	Other: _____

Notes:

5. *This list is not exhaustive and is offered as a courtesy only. It is the Applicant's responsibility to confirm what other reviews may be needed regarding their proposal.*
6. *Region of Peel Guidelines, standards, etc. can be found in the Glossary (link at bottom of Page 4).*

Planning, Building and Economic Development Development Services

File Number

The assignment of a file number does not indicate that an application has been accepted or is considered a complete submission. It is to be used by the Applicant on all application materials (forms, reports, drawings, etc.) provided to the COB.

Urban Design Review Panel Consultation

If a consultation with the Urban Design Review Panel is requested on your Checklist, then please contact the assigned Planner to discuss the timing of the review. This review should be completed prior to the finalization of your proposal before formal submission. Be advised that further consultations with the Urban Design Review Panel may be required at different stages of the development application review process.

Fee Calculation and Confirmation

As part of the application preparation the Applicant must complete the Fee Calculation page in the Application form. This calculation (with supporting concept plan) should be emailed to the assigned Planner for confirmation when arranging the appointment to submit their application. The Applicant can then use the confirmed fee when arranging their method of payment.

Deeming of Studies Complete Prior to Making the Full Submission

Prior to the submission of the formal development application, all required materials must be provided digitally to the assigned development planner to be reviewed for completeness. When all digital materials are ready to be verified in accordance with the foregoing, contact the assigned planner for instructions. Once the City has determined through this process that the digital materials are complete, you must submit hard copies of your formal development application at the 3rd floor of Brampton City Hall. Notice of Complete Application under the Planning Act will be provided following receipt of this formal application.

Submission Appointment with the Assigned Planner

When an application is ready for submission to the COB, the Applicant shall contact the assigned Planner to make an appointment to have the application package inspected prior to acceptance by the COB. If the assigned Planner cannot be contacted, then please contact the assigned Development Services Manager.

Assigned Staff Contact Information

See page 1 of this Checklist for the names and contact information of assigned staff.

Glossary and Terms of Reference

A glossary of the terms used in this Checklist (including links to applicable Terms of Reference) is available [here](#).

Acknowledgement

I, _____ acknowledge that I understand the content of this entire completed
(print name)
form, that I will use this Checklist (and any related comments) to assemble a Development Application and

Planning, Building and Economic Development Development Services

that, the City of Brampton staff have informed me that I need to work directly with the outside agencies identified above (and any others as appropriate) to ensure that the proposal receives the required reviews and approvals.

Applicant/Owner: _____ Title: _____ Date: _____
(signature)

This form is to be completed by the assigned Planner and presented to the Applicant at the PRE meeting. After the Applicant has signed the checklist, the COB will scan it for the file and return it to the Applicant. In addition to this checklist the assigned Planner may provide additional comments to the Applicant in a follow-up email.

Appendix 1- October 16th, 2024

Financial Requirements

This document is intended to provide background regarding key financial requirements that may relate to development projects in the City of Brampton. It is provided to you at this time, although it may not be a requirement associated with your current submission to the City, as City staff understand that landowners/developers appreciate knowing about various financial requirements early, to be able to plan accordingly. The key financial requirements covered herein relate to:

1. Development Charge Payments, Credits and Exemptions
2. Cash in lieu of Parkland
3. Community Benefit Charges
4. Insurance and Securities

Please note that the information contained in this document may be subject to change due to associated changes to applicable provincial legislation or municipal by-laws. City staff will endeavour to amend this document to align with applicable legislation and by-laws.

1. Development Charges (DC's) Payments, Credits and Exemptions

Please note that development charges are governed by the Development Charges Act which is distinct and separate from the Planning Act. Please email admin.development@brampton.ca for answers to any queries you may have.

The City calculates Development Charges (DC's) during the [building permit application](#) process. It is mandatory that any required DC's are to be paid prior to the issuance of a building permit.

You may need to pay development charges if you are:

- Building a new home or adding residential units
- Redeveloping existing housing by increasing the number of residential units
- Building new industrial or non-industrial space
- Redeveloping existing non-residential space by increasing the gross floor area (GFA)
- Changing the use from a residential to non-residential use or vice versa

You'll need to submit a Financial Contribution Form. City staff will use this to determine if your application is subject to development charges and calculate the total amount owing.

Planning, Building and Economic Development Development Services

- [Financial Contribution - Form A-1 \(New Multi-Res and Non-Res Building\)](#)
- [Financial Contribution - Form A-2 \(New POW Building Form\)](#)
- [Financial Contribution - Form B-1 \(Multi-Res and Non-Res Addition\)](#)
- [Financial Contribution - Form C-1 \(Redevelopment-Change of Use Form\)](#)
- [Financial Contribution - Form C-2 \(Demolition Form\)](#)
- [Financial Contribution - Form C-3 \(Redevelopment-Change of Use to Auto Repair Shop\)](#)

You'll receive an invoice that outlines the charges that apply to your development project and the total amount owing. The total charge includes development charges for:

- City of Brampton
- Region of Peel
- GO Transit (for residential development applications only)
- Peel District School Board
- Dufferin-Peel Catholic District School Board

When and how to pay development charges

You must pay development charges before you receive your building permit.
Payment can be made by certified cheque or a bank draft.

The Development Charges Act allows the following types of development to pay in annual installments:

- Rental housing
- Institutional development

To make deferral payments you must have a deferral agreement. Deferral payments are subject to [interest rates approved by City Council](#) and [interest rates approved by Regional Council](#).

You could also enter into an early payment agreement. This agreement allows you to make one lump sum payment for all development charges without interest.

As a result of the enactment of Bill 108, DC rates are now frozen on the date as indicated on the Notice of Complete Application for the site plan application, or rezoning application if no site plan approval is required.

Credits and exemptions

Any available exemptions or credits will be determined during the review of your application. We cannot determine if exemptions or credits apply before you submit a building permit application to the City.

Demolition credit

A demolition credit may apply if residential units or non-residential space is demolished and replaced. This credit depends on the expiration dates listed in the applicable development charges by-laws.

Industrial expansion exemption

An industrial expansion credit may apply to the redevelopment of existing industrial buildings.

Secondary unit exemption

A secondary unit exemption may apply to the development of residential buildings.

Please email admin.development@brampton.ca for follow up questions on any of the subject matter mentioned above.

2. Cash in lieu (CIL) of Parkland

Sections 42, 51.1 and 53 of the Planning Act authorize local municipalities to require that land, or cash in lieu (CIL) payment be conveyed to the local municipality for park, or other public recreational purposes as a condition of Development, or Redevelopment, or the subdivision of land, in accordance to Parkland By-law 242-2022.

Link to Brampton's Parkland Dedication By-law: <https://www.brampton.ca/EN/City-Hall/Bylaws/All%20Bylaws/parkland-dedication.pdf>

3. Community Benefits Charges (CBC)

Section 37 of the Planning Act authorizes local municipalities to require Community Benefits Charge (CBC) to pay for facilities, services, or matters required to accommodate the proposed development. Brampton aims to utilize CBC as a tool to help create complete communities within the intensification framework.

As per the Planning Act legislation, CBC can only apply to residential developments with 5 or more stories and 10 or more units. Certain types of developments can be exempted from payment of the CBC (ex. long term care homes, retirement homes and non-profit housing) in support of the City's housing goals, and potential funding implications.

Link to Brampton's CBC bylaw: <https://www.brampton.ca/en/city-hall/documents/community%20benefits%20by-law%20201-2022.pdf>

4. Insurance and Securities

Landlords/Developers/Owners may be required to provide the City with financial securities and insurance as identified in the legal agreement prepared by the City's Legal staff, in conjunction with your development application. The applicable agreements may include, but not be limited to: Subdivision Agreements, Site Plan Agreements, Pre-Servicing Agreements, and Municipal Works Agreements. The City's Legal staff will provide applicants with the appropriate template that these are to be submitted in.

Please note that the Region of Peel may also require Insurance and Securities, and Regional staff will advise landowners in this regard.

Time to process invoice

The processing time will vary depending on the nature of the application and responses from external and internal business partners. Please allow for a minimum of five business days from the date of building permit validation.

Contact us

For questions about the City's development charges, please email admin.development@brampton.ca

For questions related to the Region of Peel's development charges, please contact 905-791-7800 ext. 4439 or email admin.dcs@peelregion.ca

For questions about educational development charges, please contact Dufferin Peel Catholic District School Board: 905-890-0708, ext. 24462 or email lucy.fay@dpcdsb.org

For questions about educational development charges, please contact Peel District School Board at 905-890-1099

**Planning, Building and Economic
Development
Development Services**

This form is to be completed by the Planner at the PAC Meeting and handed to the Applicant. (Scan one copy for COB file.)
In addition to this checklist the Planner may provide PAC meeting comments to the Applicant in a follow-up email.

Pre-Application Consultation (PAC) for Site Plan

File# PRE-2024-0154

Applicant Name(s):	Nicholas Dell	Review Stream:	
Email Address:	nick@harperdell.ca	(Basic or Full confirmed during the PAC)	
Date of PAC Meeting:	February 11, 2025	Site Plan Limited	
Proposal Address/Location: 4598 COUNTRYSIDE DR, BRAMPTON, ON L6P0V1 WARD 10			
Proposal Description: Deferred Minor Variance Item A-2024-0200 from the Nov. 12th 2024 Committee of Adjustment Agenda to permit a Community Centre within a Residential Rural Estate 2 (RE2) Zone, according to By-law 270-2004, as amended. Conversion of Existing 1 Storey Residential Building with a proposed expansion of parking area.			
Assigned Staff	Name	Email	Telephone #
Planner	Sadaf Shahid-Hussain	Sadaf.shahidhussain@brampton.ca	905-874-2374 ext. 42374
Development Services Manager	Angelo Ambrico	Angelo.ambrico@brampton.ca	(905) 874-2953

Site Plan Application Requirements Checklist

This checklist must accompany any future SP Application package to verify that all elements identified at the PAC are included with the SP Application. Please refer to Section G in the Site Plan Application Form for the required digital formats (PDF, CAD, etc.) and number of paper copies. SP Applications with missing elements cannot be accepted.

Elements	① Required Elements	② Included with SP Application	③ COB Confirm Included in Package	④ Comments
Cover letter describing the Proposal	✓			
Building Elevations (b/w and digital colour)	✓			
Building Floor Plans (including roof plans)	✓			
Completed Application Form	✓			
Site Plan and Site Plan Details	✓			
Landscape Plan, Detail Drawings and Cost Estimate	✓			
Survey and/or Legal Plan (Most current version including easements and restrictions)	✓			



CAD (NAD83 UTM Zone 17N)	✓			
Draft Reference Plan	✓			
Site Servicing, Grading and Drainage Plan	✓			
Water Flow Test	✓			
Storm Water Management Brief and/or Report				
Sustainability Score and Summary				Must achieve a minimum of Bronze level.
Acoustical Report				
Tree Evaluation/Preservation Plan/Vegetation Study	✓			
Archaeological Assessment	✓			
Heritage Impact Statement/Permit				
Lighting Plan and/or Photometric Plan				
Traffic Impact Study				
Truck Swept Path Plan				
Design Brief (Urban Design, Landscape, Material Samples, Renderings, 3D Model, etc.)				
Urban Design Review Panel Consultation				
Tertiary Plan				
-				

List Specific Issues That Need to be Addressed in the Site Plan Application:

Applicants are asked to review all pages of this form and to sign an acknowledgement on the last page of this form.

Using the Checklist

The Checklist is provided to identify the elements required for an application submission for Site Plan (SP) Review (either Basic or Full). All of the items with a checkmark in Column 1 must be supplied with the SP Application in order for the City of Brampton (COB) to accept the application and start the review process. The Applicant should use Column 2 as a preparation checklist for their SP Application package. The COB will use Column 3 as a receiving checklist to confirm that all of the required elements were provided. This checklist is only valid for six months from the date of the PAC meeting.

Any deviations from the Checklist must be discussed with the Planner prior to submitting an application.

Fee Calculation and Confirmation

As part of the application preparation the Applicant must complete the Fee Calculation page in the Site Plan Application form. This calculation (with supporting Site Plan) should be emailed to the Assigned Planner for confirmation when arranging the appointment to submit their application. The Applicant can then use the confirmed fee to prepare their method of payment.

Submission Appointment with the Assigned Planner

When a Site Plan application is ready for submission to the COB, the Applicant shall contact the assigned Planner (name on the front page of this checklist) to make an appointment to have the application package inspected prior to acceptance by the COB.

Additional Materials and Determination of a Complete Application

The COB reserves the right to ask for additional studies and materials as deemed necessary (per the Planning Act 41(4) and 41(7)) to complete the Site Plan review at any time during the process. For Digital Submission Standards information please refer to <https://www.brampton.ca/EN/Business/planning-development/Pages/Site-Plan-Application-Process.aspx>.

A Site Plan Review application is only considered complete when the COB Planning Division confirms that it has all of the information needed to finish the review process and is able to provide either an APPROVAL or a REFUSAL.

Site Plan Agreement

Be advised that Site Plan Approvals often require a Site Plan Agreement (which may include the provision of securities, insurance, conveyances of land and other conditions) between the COB and the Applicant and, in some cases, the Region of Peel.

Development Charges and/or Payments in Lieu of Parkland

Be advised that payments in lieu of parkland and/or development charges may be payable to the COB, Region of Peel, school boards, etc. (depending on the proposal) after Site Plan Approval and prior to the issuance of a Building Permit.

Additional Agencies Review Processes

The Applicant is advised that the proposal being reviewed by the COB may be subject to other agencies' review, approval and/or permit processes (which may involve separate applications and fees). The Applicant should contact the following selected organizations to confirm their review requirements:

<input type="checkbox"/>	Credit Valley Conservation Authority	<input type="checkbox"/>	Ont. Min. of Natural Resources	<input type="checkbox"/>	Adjacent Region: _____
X	Toronto & Region Conservation Authority	<input type="checkbox"/>	Ont. Min. of Transportation	<input type="checkbox"/>	Adjacent Municipality: _____
X	School Board – Peel Public	<input type="checkbox"/>	Ont. Min. of Environment	<input type="checkbox"/>	Adjacent Transit: _____
X	School Board – Dufferin Peel Catholic	<input type="checkbox"/>	Ont. Min. of Municipal Affairs	<input type="checkbox"/>	Enbridge



<input checked="" type="checkbox"/>	School Board – French Public Viamonde	<input type="checkbox"/>	Infrastructure Ontario	<input type="checkbox"/>	Alectra (Hydro One Brampton)
<input checked="" type="checkbox"/>	School Board – French Catholic Mon Avenir	<input type="checkbox"/>	Canada Post	<input type="checkbox"/>	Rogers
<input type="checkbox"/>	Railway - Orangeville & Brampton	<input type="checkbox"/>	Industry Canada	<input type="checkbox"/>	Bell
<input type="checkbox"/>	Railway - CN Rail	<input type="checkbox"/>	Nav Canada and/or GTAA	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Metrolinx	<input checked="" type="checkbox"/>	Region of Peel	<input type="checkbox"/>	Other: _____

Note: This list is not exhaustive and is offered as a courtesy only. It is the Applicant's responsibility to confirm what other reviews may be needed regarding their proposal.

Acknowledgement

I, _____
(print name)
acknowledge that I understand the content of this entire completed form,
that I will use this Checklist (and any related comments) to assemble a Site Plan Application and that the City of
Brampton staff have informed me that I need to work directly with the outside agencies identified above (and any
others as appropriate) to ensure that the proposal receives the required reviews and approvals as a requirement of
applicable legislation prior to Building Permit application and issuance.

Applicant/Owner: _____ Title: _____ Date: _____
(signature)

**SITE PLAN REVIEW
ZONING ISSUES**

(Contact Shiza Athar at shiza.athar@brampton.ca)

Site Plan No.: PRE-2024-0154
Date Reviewed: January 28, 2025
Site Address: 4598 Countryside Dr
By-Law Number: N/A
Zone: RE2
C of A: N/A

Category	Proposal	By-Law Requirement	By-Law Conformity
Use	Non-Profit Community Club	Uses permitted in the RE2 zone	No – See Note 1
Lot Area	Existing	0.8 hectares	Yes
Lot Width	Existing	45m	Yes
Front Setback	Existing	12m	Yes
Rear Setback	Existing	15m	Yes
Interior Setback	Existing	7.5m	Yes
Building Height	Existing	10.6m	Yes
Parking Space Qty.			
- Regular	16 tandem parking spaces and 23 angled parking spaces proposed	254 sq. m @ 1 parking spaces per 8 sq. m = 32 parking spaces	No – See Note 2
- Accessible	2 proposed	<i>Accessible Parking in accordance with By-Law 93-93</i>	Unknown – See Note 3
Parking Space Dim.			
- Angled Parking	2.7 x 5.4m proposed for tandem and regular	2.7 x 5.4 metres (minimum)	Yes
- Barrier-Free	Not indicated	<u>Type A:</u> 3.4 x 5.4m (minimum) with an accessible aisle that is 1.5 metres wide (minimum) <u>Type B:</u> 2.4 x 5.4m (minimum) with an accessible aisle that is 1.5 metres wide (minimum)	Unknown – See Note 3
Parking Aisles	6.4m and 5.63m proposed	6.6 metres – for 90° stalls	No – See Note 4
Driveways	Not indicated at the entrance to the property 5.06m at the north-east of the building	6 metres – for two-way traffic 3 metres – for one-way traffic	No – See Note 5
Outside Storage	Not proposed	Not Permitted	Yes
Minimum Landscaped Open Space	Not provided	70% of the front yard	Unknown – See Note 6

Category	Proposal	By-Law Requirement	By-Law Conformity
Minimum Ground Floor Area for Main Building	254 sq. m	One storey: 170 sq. m More than one storey: 115 sq. m	Yes

NOTES:

1. A non-profit community club is not a permitted use on the property.
2. The proposed parking does not comply with the By-law. 32 parking spaces are required whereas only 23 parking spaces are provided. Tandem parking is not permitted on a residential property.
3. Please contact the Accessibility Coordinator to determine compliance with the Accessibility Guidelines. accessibility@brampton.ca
4. The proposed parking aisle widths do not comply. Parking aisle widths of 5.63m and 6.4m are proposed, whereas the minimum required parking aisle width for 90° stalls is 6.6m.
5. The proposed driveway width does not comply. A minimum 6.0m driveway is required for two-way traffic, whereas a 5.06m driveway is proposed. Please also provide the driveway width at the entrance to the property.
6. The percentage of landscaped open space in the front yard has not been provided. The minimum required is 70% of the front yard.
7. The proposed parking does not match the drawings submitted with the on-going minor variance application. If you are proposing a different parking configuration, please ensure that the updated changes are reflected in the drawing accompanying the variance application.
8. Please refer to the Zoning Comments Chart for detailed information.
9. Please revise plans/drawings to conform to all Zoning requirements or seek advice from Development Planning staff on options to resolve the Zoning compliance issue(s) identified.
10. Any changes made to the plans/drawings will require further Zoning review.

City of Brampton Standard Site Plan Landscape Notes

- i. *The Contractor must notify the Open Space Development Section of the City of Brampton prior to commencement of any planting.*
- ii. *The locations of all trees on street frontages must be approved by the Open Space Development Section of the City of Brampton prior to their installation.*
- iii. *The Owner is required, upon completion of all landscape works, to submit an Acceptance Certificate prepared by a certified and registered OALA Landscape Architect to the Open Space Development Section and to request an inspection by the Open Space Section.*
- iv. *All landscape works will be guaranteed for one year following inspection. Plant material, which is not in healthy growing condition one year after inspection, shall be replaced to the satisfaction of the City of Brampton with an additional one-year maintenance guarantee period. Supply and plant all replacements in strict accordance with plans and specifications.*
- v. *Sod that is damaged or missing on the public boulevard is to be repaired/installed at the Owner's expense.*
- vi. *Any chain link fencing and components that are installed subsequent to Site Plan approval shall have a black gloss enamel finish by powder coat application. Prior to application of finish, treat with Parker Bonderite and Chlorothene solvent applied in a thickness of 4-5 mils by electrostatic coat and oven cured for a smooth and even surface. All chain link fabric also to be black vinyl coated.*
- vii. *The Contractor is responsible for location of all underground services prior to excavation of tree pits and shrub beds.*
- viii. *All T-bars to be removed at the conclusion of the warranty period, unless otherwise specified by the Open Space Section of the City of Brampton.*
- ix. *Any transformer installed subsequent to site plan approval shall be screened with plant material to the satisfaction of the City of Brampton and meet all requirements of Hydro One Brampton planting setbacks.*
- x. *Any damage due to construction is required to be reinstated at the applicant's expense. All damages will be rectified to the satisfaction of the City of Brampton.*

CITY OF BRAMPTON
LANDSCAPE PLAN
APPROVED

subject to an agreement ☐

On This _____ Day of _____

.....
Allan Parsons

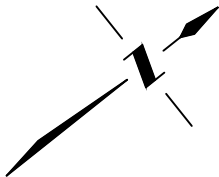
Director, Development Services

General Notes:

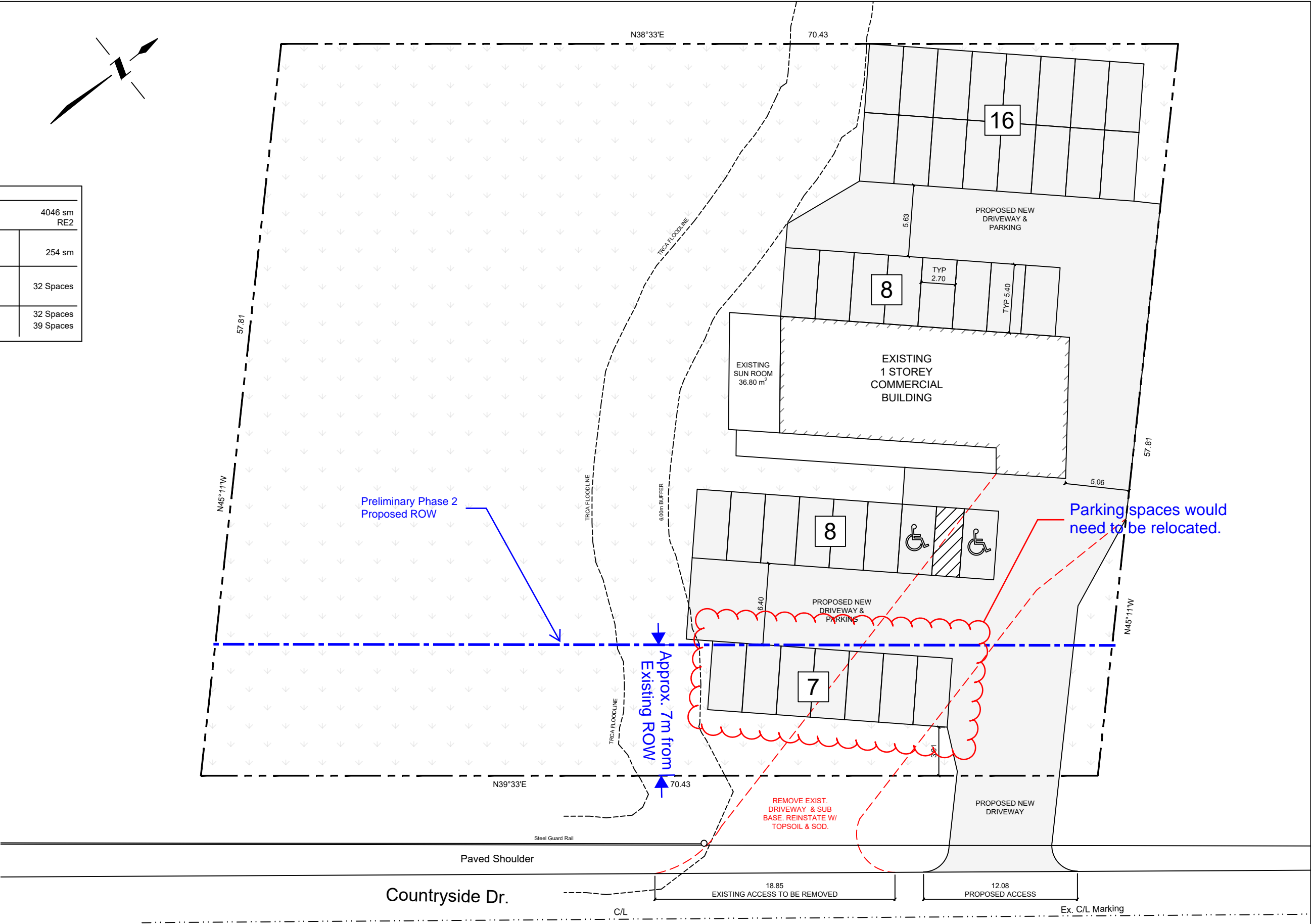
1. Do Not Scale Drawings

2. These Plans Are For Preliminary Design Purposes Only

3. Site Plan Based Off of Plan of Subdivision
By Winters, Maughan & Glenday
November 12, 1973



Site Statistics	
Lot Area	4046 sm
Zoning	RE2
Existing Floor Area Commercial	254 sm
Parking Community Center Parking (@ 1 spaces / 8 sm)	32 Spaces
Total Required Parking	32 Spaces
Total Parking Proposed	39 Spaces



From: **Koops, Krystina** <Krystina.Koops@dpcdsb.org>
To: **Shahid-Hussain, Sadaf** <Sadaf.ShahidHussain@brampton.ca>;
Planningcomments <Planningcomments@brampton.ca>
CC: **zach.tessaro@peelsb.com** <zach.tessaro@peelsb.com>
Subject: [EXTERNAL]Comments PRE 2024-0154
Date: 20.01.2025 18:32:40 (+01:00)

Caution: This email originated from outside the organization. Do not click links or open attachments that you do not trust or are not expecting.

**RE: PRE-Consultation Review
4598 Countryside Drive
North side of Countryside Dr, east of The Gore Rd
PRE 2024-0154**

The Dufferin-Peel Catholic District School Board (DPCDSB) has reviewed the above-noted application and since the proposed development is for commercial uses, no students are anticipated from this development.

DPCDSB has no comments or objection to the further processing of this application.

Regards,

Krystina Koops, MCIP, RPP

Planner - Planning Department

Dufferin-Peel Catholic District School Board

40 Matheson Boulevard West, Mississauga ON L5R 1C5

Tel: 905-890-0708 ext. 24407 | Email: krystina.koops@dpcdsb.org

Website: www.dpcdsb.org | Twitter: [@DPCDSBSchools](https://twitter.com/DPCDSBSchools) | Instagram: [@DPCDSB.Schools](https://www.instagram.com/DPCDSB.Schools)

Facebook: [@DPCDSBSchools](https://www.facebook.com/DPCDSBSchools) | YouTube: [DPCDSBVideos](https://www.youtube.com/DPCDSBVideos)

Extraordinary lives start with a great Catholic education.

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From: **Tessaro, Zach** <zach.tessaro@peelsb.com>
To: **Shahid-Hussain, Sadaf** <Sadaf.ShahidHussain@brampton.ca>;
Planningcomments <Planningcomments@brampton.ca>
CC: **Gooding, Nick** <nick.gooding@peelsb.com>; **Wigle, Julian**
<julian.wigle@peelsb.com>; **Koops, Krystina** <krystina.koops@dpcdsb.org>
Subject: RE: [EXTERNAL] Request for Comments: [PRE-2024-0154] - DUE:JAN/30
Date: 17.01.2025 15:45:46 (+01:00)

Hi Sadaf,

PDSB has no comments for the above-noted application as it is non-residential.

All the best,

Zach Tessaro, BES

Planner - Development

Planning & Accommodation Support Services

905-890-1010 ext. 2217

5650 Hurontario Street, Mississauga, ON L5R 1C6



From: Lawrence, Marsha <Marsha.Lawrence@brampton.ca>

Sent: Thursday, January 9, 2025 12:17 PM

To: zzg-planninginfo@peelregion.ca; Hardcastle, John <john.hardcastle@peelregion.ca>; dana.jenkins <dana.jenkins@peelregion.ca>; McVittie, Stephanie <stephanie.mcvittie@peelregion.ca>; peelplan <peelplan@trca.ca>; Anthony Syhlonyk <anthony.syhlonyk@trca.ca>; Blakeman, Suzanne <suzanne.blakeman@peelsb.com>; Sousa, Phillip <phillip.sousa@peelsb.com>; Gooding, Nick <nick.gooding@peelsb.com>; Tessaro, Zach <zach.tessaro@peelsb.com>; planification@csmiamonde.ca; Cox, Stephanie <stephanie.cox@dpcdsb.org>; Koops, Krystina <krystina.koops@dpcdsb.org>

Cc: Planningcomments <Planningcomments@brampton.ca>; BramPlanOnline_Automated <SVC_AccelaEmail.SVC_AccelaEmail@brampton.ca>; Shahid-Hussain, Sadaf <Sadaf.ShahidHussain@brampton.ca>

Subject: [EXTERNAL] Request for Comments: [PRE-2024-0154] - DUE:JAN/30

CAUTION: This email originated from outside of PDSB. Please do not click links or open attachments unless you recognize the email address and know the content is safe. NEVER provide your password as a result of an emailed request.

Good afternoon,

An application for **4598 Countryside Drive** with the assigned file number of **PRE-2024-0154** have been submitted to the City of Brampton and the applicant submitted materials are available on [BramPlan Online](#) for your review.

Please submit your comments to both our general inbox at planningcomments@brampton.ca and the assigned planner **Sadaf Shahid-Hussain** by **January 30, 2025**.

If you have any concerns please contact Sadaf at Sadaf.ShahidHussain@brampton.ca

Please note: It will be assumed that if comments are not received by the due date, it will be interpreted that your organization has no comments.

Please click the link below for instructions on how to access Applicant Submitted Documents:

<https://www.youtube.com/watch?v=2KLexaEefpM>

Thanks,

Marsha Lawrence

Development Services Clerk

Planning, Building and Growth Management

City of Brampton | 2 Wellington Street West | L6Y 4R2 | City Hall

E: Marsha.Lawrence@brampton.ca | T: 905.874.3546 | W: www.brampton.ca

Please review the City of Brampton e-mail disclaimer statement at: <http://www.brampton.ca/EN/Online-Services/Pages/Privacy-Statement.aspx>

From: **Anthony Syhlonyk** <Anthony.Syhlonyk@trca.ca>
To: **Shahid-Hussain, Sadaf** <Sadaf.ShahidHussain@brampton.ca>
CC: **Planningcomments** <Planningcomments@brampton.ca>
Subject: [EXTERNAL]RE: Request for Comments: [PRE-2024-0154] - DUE:JAN/30
Date: 10.01.2025 15:09:57 (+01:00)

Caution: This email originated from outside the organization. Do not click links or open attachments that you do not trust or are not expecting.

Good morning,

Per TRCA's previous comments for A-2024-0200 included in the circulation materials, TRCA staff have no further comments.

A permit from this office will be required prior to works beginning.

Anthony Syhlonyk, MPlan

Planner

Development Planning and Permits | Development and Engineering Services

T: 1-437-880-1938

E: Anthony.Syhlonyk@trca.ca

A: 101 Exchange Avenue, Vaughan ON L4K 5R6

Toronto and Region Conservation Authority (TRCA) | trca.ca



All digital submissions and documents can be submitted to the following e-mail addresses:

Enquiries/ applications within Peel Region municipalities – peelplan@trca.ca

Enquiries/ applications within York Region municipalities – yorkplan@trca.ca

From: Lawrence, Marsha <Marsha.Lawrence@brampton.ca>

Sent: January 9, 2025 12:17 PM

To: zgz-planninginfo@peelregion.ca; Hardcastle, John <john.hardcastle@peelregion.ca>; dana.jenkins <dana.jenkins@peelregion.ca>; McVittie, Stephanie <stephanie.mcvittie@peelregion.ca>; Peel Plan <PeelPlan@trca.ca>; Anthony Syhlonyk <Anthony.Syhlonyk@trca.ca>; suzanne.blakeman@peelsb.com; phillip.sousa@peelsb.com; nick.gooding@peelsb.com; zach.tessaro@peelsb.com; planification@csvgamonde.ca; Cox, Stephanie <stephanie.cox@dpcdsb.org>; Koops, Krystina <krystina.koops@dpcdsb.org>

Cc: Planningcomments <Planningcomments@brampton.ca>; BramPlanOnline_Automated <SVC_AccelaEmail.SVC_AccelaEmail@brampton.ca>; Shahid-Hussain, Sadaf <Sadaf.ShahidHussain@brampton.ca>

Subject: Request for Comments: [PRE-2024-0154] - DUE:JAN/30

EXTERNAL SENDER

Good afternoon,

An application for **4598 Countryside Drive** with the assigned file number of **PRE-2024-0154** have been submitted to the City of Brampton and the applicant submitted materials are available on [BramPlan Online](#) for your review.

Please submit your comments to both our general inbox at planningcomments@brampton.ca and the assigned planner **Sadaf Shahid-Hussain** by **January 30, 2025**.

If you have any concerns please contact Sadaf at Sadaf.ShahidHussain@brampton.ca

Please note: It will be assumed that if comments are not received by the due date, it will be interpreted that your organization has no comments.

Please click the link below for instructions on how to access Applicant Submitted Documents:

<https://www.youtube.com/watch?v=2KLexaEefpM>

Thanks,

Marsha Lawrence

Development Services Clerk

Planning, Building and Growth Management

City of Brampton | 2 Wellington Street West | L6Y 4R2 | City Hall

E: Marsha.Lawrence@brampton.ca | T: 905.874.3546 | W: www.brampton.ca

Please review the City of Brampton e-mail disclaimer statement at: <http://www.brampton.ca/EN/Online-Services/Pages/Privacy-Statement.aspx>

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)
- ☐ Other fees:

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 type="text"/></p> <p>Planner: <input type="text"/></p> <p>File Number: <input type="text"/></p> <p>Applicant Name: <input type="text"/></p> <p>Location: <input type="text"/></p> <p>Notes:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

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/healthbydesign/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>

Public Works

10 Peel Centre Dr.
Suite A
Brampton, ON
L6T 4B9
tel: 905-791-7800

peelregion.ca

February 7, 2025

Sadaf Shahid-Hussain
Planner
City of Brampton
2 Wellington Street West
Brampton ON, L6Y 4R2
Sadaf-shahidhussaim@brampton.ca

**RE: Region of Peel Comments
PRE Application
4598 Countryside Drive
Imam-E-Zamana Centre
City File: PRE-2024-0154
Regional File: PRE-24-154B**

Dear Sadaf,

Region of Peel staff have reviewed the first submission materials for the above noted Pre Application consisting of a survey, floor plans and site plan proposing the conversion of the existing residential building into a community centre, and offer the following comments:

Planning Information to Support a Future Development Application

The following are pre-emptive and are to assist the applicant in preparation of a future development application:

Development Services Requirements

- Receipt of the required PRE application review fee is acknowledged.
- Upon receipt of a completeness review for this application, the Region will request the payment of the resultant full site plan application review fee. The application will not be deemed to be complete until receipt of this payment has been confirmed.

Public Health Recommendations

- As per Section 5.11.7.hh of the Brampton Official Plan, kindly submit a copy of the Sustainability Assessment Tool (SAT) and produce a Sustainability Score & Summary for Peel Public Health review to assess the health promoting ability of the proposal. The tool can be found at the following link: <https://www1.brampton.ca/EN/Business/planning-development/Land-Development-Application/>.
- Please find some preliminary recommendations below:
 - Recommend providing bicycle parking spaces near building entrance to encourage active transportation.
 - Consider a defined pedestrian connection from entrance to Countryside Dr. utilizing painted lines or other paving materials in

order to encourage pedestrian activity and support future public transit.

- Give consideration for permeable and/or light-coloured paving instead of black asphalt to reduce negative aesthetic and environmental impact.
- Explore preferential parking for carpool and/or carshare vehicles to reduce single occupant vehicle trips.
- Exposure to natural environments can have a positive impact on the overall mental health and wellbeing of people. There is an opportunity to provide an amenity area with seating adjacent to the floodline setback to provide an opportunity for rest and social interaction.

Waste Collection

- This application is not within the vicinity of a landfill site.
- For this application, existing waste collection services can be used.

Servicing

Water and Sanitary Sewer Servicing

- An existing 150mm diameter watermain is located on Countryside Dr.
- This proposal typically requires connection to a minimum municipal watermain size of 300mm. (Watermain Design Criteria 2.1). Once the proposed water demands and sanitary flows are received, we will review the water capacity and determine the adequacy of the existing services and infrastructure for the proposed development.
- This site does not have frontage on existing municipal sanitary sewer.
- Servicing of this site may require municipal and/or private easements and the construction, extension, twinning and/or upgrading of municipal services. All works associated with the servicing of this site will be at the applicant's expense. The applicant will also be responsible for the payment of applicable fees, DC charges, legal costs and all other costs associated with the development of this site.
- All unutilized water services shall be disconnected and/or abandoned in accordance with Region of Peel Standards and Specifications.

Functional Servicing Review Requirements

- Please provide the existing and additional water demands required for this proposal as early as possible, but prior to Site Plan approval.
- The consultant is required to complete and submit the Demand Table for the Region to fulfil our modelling requirements and determine the proposal's impact to the existing system. This table will be required as early as possible, but prior to Site Plan approval. Here is the link to the [water and wastewater modelling demand table](#).
- A non-refundable Demand Table review fee of \$1,025.00 may be required as per the current Fees By-law prior to Site Plan approval. This will be confirmed after the Demand Table is received and reviewed.

Regional Easement/Infrastructure Review Requirements

- The existing municipal watermain is located within the municipal boulevard. To determine the impact to the infrastructure, please submit grading and streetscape drawings for the Region's review as early as possible, but prior to Site Plan approval. The drawing shall show curbs, sidewalk, and Regional infrastructure.

Public Works

10 Peel Centre Dr., Suite A, Brampton, ON L6T 4B9
Tel: 905-791-7800 www.peelregion.ca

Site Servicing Requirements

- The applicant is required to adhere to Region of Peel Watermain Design Criteria Standard 4.3, that all hydrants near driveways shall be located a minimum of 2.5m from the edge of driveway in ICI areas.
- Property line water service shut off valves are owned by the Region of Peel. All water services shall have shut-off valves (curb stops and boxes) installed at the property line, be flush with grade, and accessible at all times.
- To assist in reducing contractor conflicts, please note there is a future capital watermain replacement project (24-1170) on Countryside Dr that is tentatively scheduled to commence construction in 2025. For further details, please contact construction@peelregion.ca.
- A satisfactory Site Servicing submission and the 1st submission fee of \$430.76, as per the latest Fees By-law, are required as early as possible, but prior to Site Plan approval.
- Included with the servicing submission, please submit a SUE (Subsurface Utility Engineering) investigation so that conflicts within the municipal right-of-way can be identified as early as possible. A Level D SUE will not be accepted.
- Site Plan approval is required prior to Region of Peel Site Servicing Connection approval.
- Fire protection approval from the City of Brampton is required prior to Region of Peel Site Servicing Connection approval. It is the applicant's responsibility to provide the Region with evidence of fire approval i.e. email and/or the Building Division's approved or latest drawing revision.
- Regional Site Servicing Connection approval and Regional preliminary acceptance of the municipal servicing connections is required prior to the City of Brampton issuing full building permit.

Payment Process

- Please be advised that the approved updated 2025 Fees by-law includes increases in some Engineering Fees. All fees are subject to change on annual basis pending Council approval.
- Securities will be 100% of the cost estimate which will be provided by the applicant once the servicing design is satisfactory. Servicing Connections will provide instructions regarding what should be included in the cost estimate. It will include work subject to Region of Peel approval within the road allowance and at the property line (water valve and chamber and sanitary/storm sewer maintenance hole).
- Servicing Connections is accepting payments by Electronic Fund Transfers (EFT) and will accept a Letter of Credit as an alternative for collecting securities.
- Please complete the table below with your information and return the completed table to Wendy Jawdek at wendy.jawdek@peelregion.ca for payment processing (all fields are mandatory).
- We will not be able to accept or process the payment without the completed table.
- Once Servicing Connections receives confirmation that the funds have been successfully transferred to the Region of Peel, a receipt will be issued to the payer via email.

Payer's Name (Individual or Company)	
Payer's Phone Number	
Payer's Address (Where the securities will be returned to)	
Payer's Email Address	

Public Works

10 Peel Centre Dr., Suite A, Brampton, ON L6T 4B9
Tel: 905-791-7800 www.peelregion.ca

Company name representing the Payer	
Contact person name from company representing the Payer	
Contact person representing the Payer - email address	
Dollar Amount of Payment	
Region of Peel File Number (C#####)	C604229
Credit Card if Under \$1,500.00 (Yes/No)	\$430.76
For Credit Card – Person to Call	
For Credit Card – Phone Number for the Above Person	

Owner name	
Owner contact person	
Owner address	
Owner contact person phone number	
Owner contact person email	

Concluding Comments:

Please note that additional and detailed comments will be provided after the review of a site plan application. If you have any questions or concerns, please contact the undersigned at (emily.nix@peelregion.ca 905.791.7800 x2620) at your earliest convenience.

Thank you,



Emily Nix, BES
Junior Planner
Planning and Development Services
Region of Peel

Cc Nicholas Dell, Harper Dell & Associates Inc.

Public Works

10 Peel Centre Dr., Suite A, Brampton, ON L6T 4B9
Tel: 905-791-7800 www.peelregion.ca