

Site Plan and Capital Project Review Process



Alternate formats available upon request

Site Plan Applications

A Site Plan Review process is required to facilitate commercial, industrial, institutional and multiple residential development, and specific residential development in certain mature areas of the City, in accordance with Section 41 of the Ontario Provincial Planning Act.



Types of Reviews & Files

Limited Site Plan Review: for proposals involving a simple single activity, that do not require external agency review or a Site Plan Agreement or amendments.

Basic Site Plan Review: for small proposals that involve a scoped set of technical reviews.

Full Site Plan Review: for all other proposals that require technical reviews by most internal groups and any number of external agencies and require the preparation of a new Site Plan Agreement

Types of Files

- PRE
- OZS
- SPA
- DPC



Site Plan Review Process

1. Application files are circulated to City departments for internal review, including the Accessibility Office
2. Accessibility Office staff attend weekly meeting organized by Planning Department staff, where new files are reviewed and discussed
3. Accessibility Office staff review the drawings and provide comments for the applicant based on the requirements set forth in the City's Parking Manual and the AODA Design of Public Spaces Regulation
 - i. # of required accessible parking spaces
 - ii. Accessible parking space details: configuration, dimensions, signage, location, pavement markings, curb cuts
 - iii. Pedestrian pathways and walkways
4. Accessibility Office staff review the drawings and provide comments for the applicant based on the requirements set forth in the City's Parking Manual and the AODA Design of Public Spaces Regulation
5. Planning staff compile the comments and review notes and prepares a memo for the applicant



Timelines, Volume, & Public Meetings

	No Refund	50% Refund	75% Refund	100% Refund
Site Plan	Approval within 60 days	Approval within 61 and 89 days	Approval within 90 and 119 days	Approval after 120 days

329 applications reviewed as of November 10, 2023

[Planning & Development Committee Meetings](#)

The PDC shall consider and make recommendations to Council for the following matters:

- Matters including land use planning, growth management, urban design, and operational matters within the jurisdiction of the Chief Building Official
- Holding of public meetings required by the Planning Act, which shall be conducted in accordance with the rules under the Procedure By-law
- Infrastructure matters within the jurisdiction of the City's Planning, Building & Growth Management Department
- At the commencement of each public meeting, the Chair shall explain the intent of the meeting is to hear the views of the public, and that the members shall not enter into discussion or debate on the subject.



Access for All

Resources

[City of Brampton | Planning & Development | Planning & Development](#)
[City of Brampton | Planning & Development | Site Plan Application Process](#)
[Planning Act](#)
[City of Brampton By-law 96-86 as amended](#)
[2023 Meeting Schedule](#)



Access for All

Capital Projects

- New projects (ex. Brampton Sports Hall of Fame (Victoria Park Arena), Fire Station 215, Embleton Community Centre, Susan Fennell Youth Hub)
- Renovations (ex. City Hall Parking Garage)
- Additions or minor changes (ex. City Hall Clerk's Office front counter)
- Initiatives and special projects (ex. requirements for gender neutral washrooms, accessible EV charging stations)

The Accessibility team does extensive reviews of technical drawings submitted for new and renovated City facilities. We ensure projects comply with the requirements of the Accessibility Technical Standards. These standards provide higher accessibility than what is required by the Ontario Building Code.



Review Process

- 30% review and comments
- 60% review and comments
- 90% review and comments
- Regular meetings with the project team
- Presentation to the AAC at the 30% mark (approximately)
- Site visit upon completion



Your Role

- Ask questions!
- If something doesn't make sense to you, or you're unclear about a detail or element of the project, speak up and ask for clarity
- If you have an idea on how something could be done better for increased accessibility or inclusion, please share it
- If you want to see a change or have staff consider your comment/suggestion, you can pass a motion during the meeting to do so. This formalizes your wish and provides staff with direction
- Your experience and insight is valuable to us and helps ensure projects are as accessible and inclusive as possible



Questions?



Thank you!

