

Members of the BILD Peel Chapter:

Please be advised that there have been additional changes to the City of Brampton's services and programming within the Planning and Development Services Department.

The changes are made to accommodate land development business interests during the closure of City Hall that has occurred due to COVID-19 and the advice of Peel Public Health. Although physical submissions of development planning applications cannot be accepted at this time, in an effort to accommodate the business needs of the building industry, the Planning and Development Department has made available an electronic digital submission option for all of our development applications. As a reminder, all City facilities including City Hall, Recreation and Community Centres, and Brampton Library branches will close from March 16 to April 5 inclusive.

The City of Brampton's Planning and Development Department is requesting members submit applications digitally through their FTP Site (<https://ftp.brampton.ca>) using the feature of uploading files (CAD and PDFs). **Please refer to the "User Guide for Planning Submissions - FTP Site" document for reference - [here](#).** Note that you will need to obtain the Username and Password (**confidential information and not to be shared with others**) for the FTP site from one of the Development Service clerks identified below.

All applications must be submitted in full, including the application form, concept or site plans, etc. Please refer to their website **here** for further information regarding a complete submission. Please note, in lieu of the required consultation with staff, you will send the appropriate application package electronically. Please note hard copies of application submissions will be required at the first in person meeting.

As a result of the shutdown at City Hall due to the COVID-19, fees are not required at the time of submission and applications will not be deemed to be Complete (as per the Planning Act) until payment is processed once the City offices are reopened. Members are asked to advise staff of their intended payment method with your submission. If you intend to pay by cheque, please issue the cheque and send a picture of it with your application documents being uploaded to the FTP site. The cheque should then be mailed to:

The City of Brampton
Planning and Development Services
City Hall, 3rd floor
2 Wellington Street West
Brampton, ON L6Y 4R2

Alternately, payment can be made over the phone by credit card when City Hall reopens.

Once you have completed uploading all of your digital submission documents to the FTP site, members are asked to contact the Development Services Clerk (noted below) advising it has been submitted, so that staff may download and process it.

If you have any questions regarding the information above and attached herein, please contact the appropriate Development Services Clerk:

Site Plan Applications and Site Plan Pre-consultations:

Cassandra Tavares @ cassandra.tavares@brampton.ca

Development Applications (Plans of Subdivision, Plans of Condominium, Amendments to the Zoning By-Law, Official Plan) **and Development Pre-consultations:**

Shawntelle Trdoslavic @ shawntelle.trdoslavic@brampton.ca

BILD continues to discuss with municipal and conservation staff, the importance of continuing planning and building services for our members and we are committed to keeping the Chapters apprised of how these services are changing on a timely basis.

As a friendly reminder, [BILD's website](#) contains the most recent updates to members including any relevant provincial bulletins, the status and actions of any municipalities/regions as it pertains to your operations and bulletins/notices from our partner organizations. BILD staff are monitoring the situation closely and are making updates as new information comes along.