Form E – Written Brief

A **written brief** to be prepared by the applicant should provide the following information:

- The purpose of the proposal;
- A description of the property, including existing building(s) and any significant features;
- A description of the type of new building(s) proposed;
- An outline of the existing and proposed uses and reasons for the request;
- Any benefits to the community; and
- For multi-family, commercial, mixed use, industrial and institutional proposals, the design rationale for the project which addresses how the design fits in with the site context, includes a discussion of Crime Prevention through Environmental Design (CPTED) strategies and outlines the landscape features and the sustainable design features.

For a **Development Variance Permit** application, the written brief should also detail the variance(s) requested and the rationale for each variance.

For a **Development Permit** application, the written brief should include an explanation of how the proposal addresses each of the applicable Development Permit Area guidelines.

For a **Heritage Alteration Permit** application, the written brief should also provide a description of the proposed restoration works, including any exterior and interior works and site works proposed, as well as an estimated cost of the restoration works.

For a **Heritage Revitalization Agreement** application, the written brief should include an estimated cost of the restoration works and/or variances for heritage retention.

Depending on the type of applications, a typical written brief may vary from one page to three pages long.