

## DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 1 of 4)

NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES

**Documents submitted must be legible and to a professional drafting standard.**

### ALL PLANS SHALL:

- ☐ **be submitted as one (1) hard copy and in DIGITAL form** (pdfs)
- ☐ **be to-scale** (metric or imperial) and include a scale bar
- ☐ **include north arrow**
- ☐ **include labels** for all elements as existing and proposed
- ☐ **have a title block including:**
  - municipal address (i.e. street address) and legal address (i.e. lot, block, plan)
  - use(s), project name, applicant name and contact information
- ☐ **be sorted into sets:**
  - folded to a size no larger than 8½" x 14"
  - be stapled together
  - accordion-pleated, provided they can be hole punched in the top left-hand corner
- ☐ **meet paper size requirements, as follows:**
  - drawings in the set must be on the same sized paper
  - drawings are printed to be clear and legible
  - one (1) 11" x 17" set and one (1) larger set (18" x 24" or 24" x 36") for new buildings
  - each plan be contained on a single page (not span two pages)

**Select [✓] all that are included within application package. Incomplete applications may not be accepted for processing**

- ☐ **APPLICATION FORM(S) AND CHECKLIST:** All parts completed and signed.
- ☐ **APPLICATION FEE:** Refer to Planning and Development Fee Schedule within the [Master Rates Bylaw](#).
- ☐ **CURRENT LAND TITLES CERTIFICATE COPY, dated within 30 days of application, and:**
  - ☐ Digital copy of non-financial instruments/caveats (restrictive covenants, utility rights-of-way, easements etc.) *registered* on title
- ☐ **LETTER OF AUTHORIZATION:**
  - ☐ Signed by the registered landowner(s) authorizing person acting on behalf (if not the Applicant)
  - ☐ If the registered owner on title is a company, authorization to be provided on a company letterhead or as an affidavit (signed by a Commissioner of Oaths)
- ☐ **COVER/OPERATIONAL LETTER, shall include:**
  - ☐ Proposed land use(s) and scope of work on the subject property
  - ☐ Complete operational details including days/hours of work, number of employees, parking provisions, site access/approach, traffic management, etc.
  - ☐ Detailed rationale for any variances requested
  - ☐ Reference to any *Supporting Documents*, images, studies, plans etc. provided within application package
- ☐ **COLOUR PHOTOGRAPHS (Min. 3):**
  - ☐ Taken from all sides of site including existing building(s)/structure(s), signage, site features, existing access/approach, adjacent road conditions, including surrounding context
  - ☐ Label, date, and identify each photograph
  - ☐ Indicate location/direction of photos on a reference site plan
- ☐ **SUPPORTING DOCUMENTS:** Include technical studies/reports and any additional plans relating to the proposed development (lot grading, site lighting, storm water management plans etc.). *Refer to the Land Use Bylaw for use or district specific requirements.*

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### NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES

- ☐ **SITE PLAN, shall include:**
- ☐ **Existing/proposed property lines:** Plot, dimension, and label
  - ☐ **Easements, utility rights-of way, etc.:** Plot, dimension, and label in reference to site/building(s)
  - ☐ **Utilities on/adjoining the parcel (if applicable):** Water/storm/sanitary/gas/electrical/cable/telephone etc.
  - ☐ **Floodway, flood fringe and overflow areas:** Show areas and provide distance to buildings/structures
  - ☐ **Geodetic datum points/contours (existing/proposed):**
    - at the corners of parcel, back of sidewalk/curb, primary corners of building, main floor, roof peak(s)
    - geodetic contours at 0.5 meters intervals, including berming for the site
  - ☐ **Identify the following:**
    - names of adjacent internal/municipal roads and highways
    - any existing/abandoned/proposed oil wells, septic fields/tanks, or water wells on site, including their distances to existing/proposed buildings
    - Any existing/proposed site features such as trees, shelterbelts, canals, waterbodies, etc.
    - site slopes greater than 15% and distances from structures
  - ☐ **Building outline and dimensions:**
    - label existing/proposed building(s) or portions thereof, projections, and structures (i.e. bay windows, cantilevers, window wells, stairs and decks)
    - label mechanical equipment and screening provided
    - label use(s) within the building and/or each unit if demised (i.e. tenant locations)
    - location of openings at grade level (i.e. windows, doors, overhead doors)
  - ☐ **Building setbacks:**
    - plot, dimension, and label front, side and rear building setbacks from property lines
  - ☐ **Garbage and recycling collection/loading areas:**
    - plot location and dimension of enclosures or buildings
    - indicate type of container and method of screening
  - ☐ **Parking areas, drive aisles, circulation roads, sidewalks and pathways:**
    - include curbs, sidewalks, crosswalks and pathways (provide detail if raised)
    - label all surface materials used (both vehicular & pedestrian)
    - dimension widths of all aisles and roads
    - provide details on vehicle circulation (i.e. direction of travel and signage)
    - provide details on hydrant placement, turning radius and driveway widths for Fire Department access
  - ☐ **Motor vehicle parking/loading stalls:** Refer to *Onsite Parking and Loading* section, Land Use Bylaw
    - provide number of required parking stalls (with calculations) and proposed stalls on site
    - plot all proposed stalls with labels as designated (commercial, employee, visitor, or barrier-free)
    - dimension width/depth of parking and loading stalls, including overhead clearance of loading stalls
    - label surface material of loading areas
    - indicate turning radius (sweep path) for large vehicle access to drive aisles, garbage/loading areas
  - ☐ **Approaches:** Label as existing or proposed
    - indicate width of driveway at throat and flare (adjacent to street) and distance to adjacent approaches
  - ☐ **Fencing and retaining walls:**
    - indicate type, material, height of existing/proposed screening elements (with reference to elevations)
    - provide geodetic datum points at top and bottom of retaining walls
    - for retaining walls 1.2 meter or higher, provide structural design drawings, including cross-sections

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### NEW COMMERCIAL, OFFICE, INDUSTRIAL & INSTITUTIONAL USES

☐ **SITE PLAN (continued), shall include:**

☐ **Lighting:**

- plot location of building light fixtures and free-standing light standards
- plot maximum wattage of fixtures
- light fixture details to include mounting heights and method of shielding (specifications)

***Note:** A site lighting plan, may be requested during the review of this application that is completed by a qualified professional, indicating the location of all exterior lights, a description of any measures taken to shield direct glare onto adjacent properties, and the projected light patterns in relation to adjacent properties, roadways, and developments.*

- ☐ **Signage:** Refer to, complete and attach the Signage - Information Sheet for any proposed signage on site
  - indicate sign type and plot and dimension the location and distance of sign to property lines on plan
  - label the source of illumination for the signage (if illuminated)

☐ **Phasing for multi-building developments:**

- Outline areas encompassed by each phase and label the sequence of phasing

☐ **LANDSCAPE PLAN, shall include:**

- ☐ **Existing/proposed building(s), parking areas, driveways and entrances:** Plot and label
- ☐ **Building outline, dimensions, labels, and setbacks:** For all existing/proposed building(s)/structure(s)
- ☐ **Existing/proposed utilities and easements:** Storm sewers, catch basins, overhead utilities etc.
- ☐ **Fencing, retaining walls, hardscaping (paving, sidewalks, curbs etc.):** Plot, label, and dimension
- ☐ **Grade elevations:** Plot existing/proposed grades around building(s) and in areas of grade change on site
- ☐ **Planting details:**
  - show/label trees, shrubs, flower beds and/or ground covers with a key to a cross referenced plant list
  - show/label number of shrubs in each shrubbed area (only include shrubs greater than 0.6 meters in height or spread)
  - indicate caliper of deciduous trees and height of coniferous trees
  - indicate planting to be added, removed and/or retained
- ☐ **Landscape legend(s) to include:**
  - overall site area in hectare (acres) to be landscaped, including percentage of site area landscaped
  - final calculation of landscaped areas as per Landscape Standards (ratio of landscaped areas, including trees and shrubs) of *Section 260, Land Use Bylaw*
  - total of each type of tree and shrub (by height and size)
  - plant list to identify - common and botanical names, quantity, size and method of planting, grass mix for sod and/or seed, with planting symbols unique to size and type of species
  - details of planting installation
- ☐ **Method(s) of irrigation (watering):**
  - label and plot specific soft-surfaced landscaped areas to be irrigated
  - demonstrate if rainwater captured from rooftops will be utilized for irrigation
- ☐ **Landscaped area(s) to indicate:**
  - surface treatment of all soft-surfaced areas (i.e. grass, plant cover)
  - surface treatment of all hard-surfaced areas (i.e. decorative pavers, brick, stamped concrete)
  - existing/proposed physical features - landscape furniture, amenities, berms, walls, fences, lighting, decorative paving etc.

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☐ **FLOOR PLAN(S) shall include:**

- ☐ **Building outline and dimensions:** Interior/exterior walls and to centre line of common walls
- ☐ **Location of interior and exterior openings:** Windows, doors, overhead doors etc.
- ☐ **Cross-reference section lines:** With accurate referencing to cross-section details provided
- ☐ **Labels for the following:**
  - building number (or phase number if applicable), and indicating any future development areas
  - uses for existing and proposed rooms and portions of the building
  - purpose of spaces (i.e. kitchen, living, washrooms, interior/exterior stairways, mechanical etc.)

☐ **ELEVATION DRAWING(S):**

- ☐ **Include elevations for the following:**
  - sides of all building(s)
  - physical structures including fences, retaining walls (over 0.5 meters in height), garbage collection enclosures/facilities, screening (i.e. mechanical equipment), additional structures (i.e. exhaust shed)
  - cross-reference with other plans, where applicable
- ☐ **Include on elevations:**
  - labels and dimensions for all doors, windows, overhead doors
  - projections and decorative elements, with dimensions where applicable
  - screening (i.e. service meters, privacy screens), with height(s)
  - existing/proposed grade elevations at building corners, entries, and any areas of grade change
- ☐ **Label finishing materials:**
  - exterior materials (i.e. brick, stucco, vinyl siding) and roof materials (i.e. asphalt, cedar shakes)
  - colours of all major exterior materials
- ☐ **Lighting:**
  - plot location of light fixtures
  - dimension height of fixtures from grade to bottom of fixture
- ☐ **Building height(s) on all elevations:**
  - plot line and indicate geodetic datum for main floor and top of roof (or parapet)
  - dimension height of main floor and building(s) from existing and proposed grade
  - dimension height of structures (i.e. fences, retaining walls) from existing and proposed grade
- ☐ **Signage elevations (when new signage is proposed):**
  - refer to *Signage Regulations* of the Land Use Bylaw for specific sign type requirements
  - complete and attach the Signage - Information Sheet

#### FOR OFFICE USE ONLY

Proposed Use(s):

Land Use District:

Applicable ASP/CS/IDP/MSDP:

Included within file: ☐ Parcel Summary ☐ Site Aerial ☐ Land Use Map Aerial ☐ Site Plan/Other Plans

**NOTES:**

**Staff Signature:** \_\_\_\_\_