



Development Permit Application Checklist

Home Occupation – Major, Short Term Lodging - General

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Basic Requirements* – Digital PDF copy of each	Office
<input type="checkbox"/> Completed Application Form	<input type="checkbox"/>
<input type="checkbox"/> Fee prescribed in the Fee Schedule Applicant will be notified of required fee after submission.	<input type="checkbox"/>
<input type="checkbox"/> Photographs Of all sides of the site and building (if applicable) - pdf or jpeg	<input type="checkbox"/>
<input type="checkbox"/> Current Certificate of Title Pulled not more than 60 days prior to application date	<input type="checkbox"/>
<input type="checkbox"/> Site Plan See information requirements for plans and drawings below. A real property report may be used.	<input type="checkbox"/>
<input type="checkbox"/> Floor Plans See information requirements for plans and drawings below	<input type="checkbox"/>
<input type="checkbox"/> Other Any other information deemed necessary by the Development Officer to render a decision on the application	<input type="checkbox"/>

Information Requirements for Plans and Drawings
<p>Base Information – every page of the submitted plans must contain the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal Land Description <input type="checkbox"/> Municipal Address <input type="checkbox"/> North Arrow (oriented at top of page) <input type="checkbox"/> Drawing Scale (1:200 metric)
<p>Site Plan – show, label and dimension in metric the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property lines <input type="checkbox"/> Existing and proposed buildings <input type="checkbox"/> Building setbacks - front, rear and side yard for existing and proposed buildings <input type="checkbox"/> Vehicular amenities - existing and proposed parking lots, driveways, paved areas, entrances and exits to abutting streets and lanes <input type="checkbox"/> Pedestrian and cycling connections – sidewalk, walkways, bike racks
<p>Floor Plans – show, label and dimension in metric the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The location and area within the dwelling that will be occupied by the Home Occupation or Short Term Lodging